

Chairman
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Treasurer & Membership
Jack Crewe
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Website - [http:// poolebeachhuts.co.uk](http://poolebeachhuts.co.uk)

Privacy and Confidentiality Policy

Members' Personal Information

The PBHA only collects personal information that is necessary for the purposes of its legitimate interests as a membership organisation. The PBHA maintains a database which includes the names, email addresses, telephone numbers and home addresses of Association members. We collect this data from the subscription forms which members complete when they join or renew their annual membership. We also maintain a record of the positions that some members hold as elected officers of the PBHA or where members have been co-opted on to the committee to undertake tasks on behalf of the Association.

The personal information which we hold is used solely for the purpose of running the Association. This comprises:

- (i) the administration of our membership and enabling contact with the PBHA.
- (ii) the communication of relevant information to members relating to the PBHA

The Sharing of Members' Personal Information

The PBHA does not share members' personal information with any other individuals or organisations. The only exception to this is where the membership secretary shares data with the nominated Data Protection Officer. No other Committee member has access to members personal data.

The Storing of Members' Personal Information

Members' personal information is stored:

- (i) Some information, notably PBHA members' names and email addresses, is stored on the password protected home computer of the Membership Secretary/Treasurer who has responsibility for communicating relevant information to members.
- (ii) Members' names, their subscription forms and records of payments are stored at the home of the Membership Secretary as part of the PBHA's accounts.

Retention of Personal Information

The PBHA, via the Membership Secretary, retains personal information for a reasonable period of time when membership lapses in case the person asks to rejoin but the Membership Secretary will always dispose of this on request. If a member dies the PBHA will only retain his/her personal information until the end of that financial year.

Members' Rights

All members have the right to:

- (i) request details of his/her personal information which the PBHA holds and to be able to check that this is correct
- (ii) elect not to receive information via email from the PBHA
- (iii) receive emails using `mailchimp` facility in order that his/her email address is not disclosed to other recipients
- (iv) stipulate that the PBHA should not disclose his/her email address and or telephone number to other members (the PBHA does not disclose members' home addresses to other members and, if asked, would only do so with the consent of the member).
- (v) ask the PBHA to amend or delete any personal information which the Association holds.

Any member wishing to discuss any aspect of this policy or exercise any of his/her rights he/she should contact the Chair, Secretary or Treasurer of the PBHA.

The Membership Secretary is currently responsible for managing members' personal information.

April 2018