

## **Reading Fishing Club (RFC) - Privacy notice**

Who we are

At Reading Fishing Club we do all we can to respect your right to privacy and the protection of your personal information.

Reading Fishing Club is the data controller for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation.

How we obtain, store and use and dispose of your personal information

### *Obtaining your data*

As part of the membership joining and renewal process, individuals provide us with personal data.

Additional personal data may also be provided to us mid membership if you email us or communicate with us via other mechanisms.

All personal data obtained and stored by RFC is the minimum required and is considered essential and necessary for the administration of the club.

### *Data held*

1. Membership category and number.
2. Name
3. Address.
4. Date of Birth
5. Date of joining / renewal.
6. Email address.
7. Car number plate (for disabled members requiring vehicle access to disabled swims and night syndicate members)
8. Photographs (where you have submitted a request for us to place a photo of your catches on our website)

### *Data storage*

1. Data is initially gathered on paper forms which are provided to the RFC permit secretary at point of joining or renewal.
2. Data is then transferred to a Microsoft Excel database which is held on a computer hard drive.
3. Membership data is stored in line with the 2 barrier principle
  1. Paper copies will be stored in a locked drawer/container, inside a locked room/property.
  2. Electronic copies will be stored within a password protected document, within a password protected computer that uses up to date virus protection software.
4. If you supply us with photographs of your catches, within which you are personally identifiable, those photos will be stored on our website or social media and will be accessible to the public (i.e. no barriers to access)
5. If you communicate with us via our social media channels then the content of those communications will be publicly available.

### *Use of data*

- 1.Data is required by RFC to maintain an up to date record of both current and previous members.
- 2.Data is used by RFC to produce membership renewal communications (letters or emails) which are sent periodically to remind previous years members to renew membership.
- 3.Renewal reminders are sent to previous year members only.
- 4.Emails are used as the primary method of renewal communication, although renewal letters are sent to members for whom no email address is available or when bounce backs are received.
- 5.Data is used by RFC to identify members who may have breached RFC rules and to contact members for whatever legitimate reason is deemed necessary.
- 6.By providing us with your personal data at point of membership or via email, phone communications with us, or via our social media pages you consent to us storing, using, a disposing of data in line with this privacy statement.

### *How long we keep this data*

- 1.Data for continuous members is stored for as long as they remain in membership.
- 2.Data relating to members who have not renewed membership for 2 consecutive years is deleted.
- 3.Photographs submitted to us for addition to the RFC website or social media will be stored indefinitely.

### *Sharing your information outside RFC*

RFC does not share any of the personal data which it holds about members, with any individual or organisation outside of RFC, except for law enforcement agencies if it is properly requested.

### *Your rights*

RFC members have the right to find out what personal information is being held (this is called a subject access request) and to correct or update it. Members wishing to should contact the RFC Permit Secretary as follows:

Email1 : [secretaryreadingfishingclub@gmail.com](mailto:secretaryreadingfishingclub@gmail.com)

Email2: [readingfishingclub@gmail.com](mailto:readingfishingclub@gmail.com)