



Data Protection Policy

In processing members' personal information, the Bayko Collectors' Club Ltd. (*the Club*) has obligations from 25 May 2018 under the General Data Protection Regulations (GDPR). These obligations are met as follows:

Lawful Basis

The Club holds personal information as a *Contractual Necessity*. In return for a membership subscription the Club undertakes to carry out activities as described below which require the information held.

Responsibilities

Under the GDPR, the Club is a *Data Controller* while our chosen printing company is a *Data Processor*.

Information Held & Usage

The Club holds the following information on each member:

Name, postal address, email address (if provided by the member), telephone number (if provided by the member), signature

The Club uses this personal information to:

Maintain its membership list, distribute the newsletter *Bayko News* and other information related to architectural building toys it believes to be of interest to members, send out reminders when subscription renewals are overdue and other communication with members when deemed necessary

Members' signatures are held on paper as acceptance of their limited liability to the club.

Storage

Members' details are stored by the Membership Secretary on a computer using Microsoft Excel. A backup of the computer file is sent quarterly to another Club Officer

for off-site backup. Original application forms are held with the members' signatures.

Disclosure

The information will be disclosed to Club Officers (listed in the current *Bayko News*) in order to carry out their duties within the uses listed above. It will NOT be disclosed to any other member except by prior written permission of the member concerned.

Name and address information is shared with our printers solely to enable them to print the dispatch labels. The information will not be disclosed to any other third parties.

Access to Information

If a member wishes to view the information held on them, they should contact the Membership Secretary who will provide it within one month.

Deletion of Information

A member's personal information is deleted when they elect to leave the Club, or 30 June the year following the last for which a subscription is received. Data backups will be deleted after 12 months. Application forms are destroyed within one month of the end of the membership year.

Future Changes

If the GDPR is amended in future, the Club may vary the information it holds about its members in order to remain compliant. In that event, this policy statement will be revised, and the new version will be circulated to members.

Promulgation

This policy statement was first published in *Bayko News* 77, February 2018. New members will be provided with a copy as part of their "welcome pack".

This statement replaces the Data Protection Act statement issued in July 2010.

16 December 2017