

CLUB INTERNATIONAL ANGLAIS (CIA) POLICY ON SECURITY OF YOUR PERSONAL DATA

Recently the Western world has had a flurry of activity caused by the introduction of the E.U.'s General Data Protection Regulation (GDPR), with threats of €20 million fines if we all do not strictly comply with this one-size-fits-all law. Consequently, like other organisations whether the size of Airbus or the local cricket team, we have had a look at how we handle personal information and how we will need to adapt some of our procedures. In essence, we are writing down and publishing what has been an implicit CIA privacy policy; spelling out the means that we use to contact you; and making all of that obvious on the application form for those joining in the future.

If you are happy with the way CIA looks after your personal data and communicates with you, you need do nothing. If you have queries about the information about you we hold, ask the Secretary. If you want to restrict some or all of your personal data held by CIA or the means we use to communicate with you, tell us. However, be aware that we will then be unable to tell you all that is happening within CIA.

To ensure that CIA complies with the new regulation, members are requested to destroy old CIA hard-copy contact details, and any CIA contact data on computers, smartphones, or digital storage devices (USBs etc.). Obviously this does not apply to your own contact or social lists not issued by the CIA.

CIA PRIVACY POLICY

To operate effectively the CIA needs to hold sufficient personal information to administer the Association and communicate with its members. To do so, each member gives the CIA use of personal data viz., name, postal address, email address, phone number and permission to take photographs. A member may see any of their personal data held by the CIA or withdraw permission for the CIA to collect, store or use all or part of their personal data. Suspected data breaches should be reported immediately to the Committee which will take appropriate action.

The CIA, its office holders, and members, will:

- a. Use members' personal data only for the purposes of club administration, notifying members of events, providing information of interest to members and aiding contact between members.
- b. Keep personal data secure with access to it being on a "need to know" basis.
- c. Not sell or use personal data for commercial purposes and not provide contact details or personal information to others without the individual's permission.
- d. Destroy any member's personal data held when that member requests CIA to do so or when the information is no longer required to support club membership.

The CIA will contact members by electronic means (such as email or the CIA Website), telephone, or written notice or letter. If a member does not wish to receive communication from the CIA through any of these means, or does not wish their details to be made available to other members, they should inform the Secretary. That could result in restrictions on information passed to that member.