

## **General Data Protection Regulation (GDPR)**

The club is committed to complying with GDPR (or its successor) and safeguarding members' personal data.

- (a) Consent is obtained to record and share member's details and the hard copy sheet recording this is stored in a locked filing cabinet at the home of the Club Secretary who performs the role of Data Controller.
- (b) The information is transferred to a master excel spreadsheet which is password protected and encrypted by the Data Controller.
- (c) The membership list, and password, is shared only with:
  - The Chair, and Deputy Chair for compliance,
  - Treasurer, for financial audit,
  - Other members of the Committee for resilience if the Secretary is unavailable,
  - The Web Editor for issuance of reminders to members such as club events and renewal of subscriptions,
  - Radio Society of Great Britain (RSGB) for examination purposes who in turn need to share relevant information with OfCom for granting of radio licences,
  - Name and Call-Sign for Newsletter, Website, Twitter or external articles (e.g. RadCom),
  - As required by a legal authority
- (d) If a member requires the contact details of another member they must contact the Secretary by email who will pass their request to the member concerned who may then initiate the contact. The Secretary will only act as a conduit if both parties consent to their details being shared.
- (e) TAARC is a "not-for-profit" Club and exempt from some legislation.
- (f) Concerns should be addressed in the first instance to TAARC Chair.
- (g) The Chair can, at any time, require a copy of the master spreadsheet to ensure compliance.
- (h) Subject Access: A member can apply for a copy of the information we keep by application to the Club Secretary. You will receive the relevant line from the Excel document applicable to you. If a member wishes to change or delete any of their information at any time, they can do so by writing to the Secretary.
- (i) All club officials who at any time held such information will be required to confirm in writing (via email) to the Data Controller that such information as been permanently deleted or destroyed.
- (j) Members' details (all or in part) will be removed on request, or when it is no longer necessary (e.g. lapsed membership), or after 2 years unless a new consent is obtained. This applies to both the paper and electronic copies. A certificate to this effect will be submitted by the Data Controller as part of the Annual General Meeting.

## **Change Log**

### **Original version**

Document created by separating Section 6) General Data Protection Regulation (GDPR) from the TAARC Constitution document as agreed by EGM on the 28<sup>th</sup> of January 2021, published by Gordon M0WJL on 30<sup>th</sup> of January 2021