



## **CLYC GDPR Policy**

This GDPR Policy outlines how CLYC (the 'Club') collects, uses, stores, and protects personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are committed to respecting the privacy rights of our members, volunteers, and participants.

### **1. Data We Collect**

- Names and contact details (email, phone number, address)
- Emergency contact details
- Age/date of birth (where required for participation)
- Medical or accessibility information (where relevant for safe participation)
- Membership and payment records (if applicable)

### **2. How We Use Personal Data**

We only use personal data for legitimate purposes, including:

- Administering club membership and activities
- Communicating with members about events and club matters
- Ensuring the safety and wellbeing of participants
- Meeting safeguarding and legal obligations

### **3. Data Sharing and Protection**

Personal data is stored securely and only accessed by committee members when necessary. We do not share data with third parties without consent, unless required by law or safeguarding duties.

### **4. Data Retention**

We only keep personal data for as long as it is needed for club purposes. When a member leaves the club, their personal data will

be securely deleted within a reasonable time, unless retention is required by law.

## **5. Your Rights**

Under UK GDPR, members have the right to:

- Access the personal data we hold
- Request corrections to inaccurate data
- Request deletion of their data (where appropriate)
- Withdraw consent for data use (where applicable)

## **6. Contact**

If you have any questions about this policy or how your data is managed, please contact the Club Secretary/Commodore at [info@clyc.info](mailto:info@clyc.info)