



GDPR data inventory for clubs

The Sikorski Memorial House

Date completed/reviewed: March 2025

General Wł. Sikorski Memorial House

Completed by: Kenneth Rybarczyk (Committee & Board of Trustees)

Type of personal data	Location of data	Who has access to the data	Level of security	Data retention period
<p><u>Membership Database</u> Name, address, phone, email (optional), date of birth, membership category, membership expiry, occupation (optional), record of payments. Information obtained by consent in the membership application form.</p>	<p>Electronic database on computer in Lotus Approach format. Backed up on Kualo (our web hosts) secure Linux based servers with SSL.</p>	<p>Board of Trustees</p>	<p>Password protected (hierarchical). Computer kept in society's office which has security locks fitted. Data backup stored on website server which is SSL certified (encrypted)</p>	<p>Data kept until cancellation of membership or a request for removal is received.</p>
<p><u>Printed Membership book</u> Name, post code (not full address), phone, membership expiry date. Referred to as our "Membership Book".</p>	<p>Kept behind the bar</p>	<p>Manager and bar staff only</p>	<p>Bar is staffed or securely locked</p>	<p>Membership book is refreshed annually and previous copies are safely disposed of.</p>
<p><u>Mass email list</u> Name, email Information obtained by consent in the membership application form or by the opting-in form on our website or facebook page.</p>	<p>Mailchimp servers</p>	<p>Membership secretary and other board members on request</p>	<p>Password protected on secure servers</p>	<p>List is entirely open for anyone to either subscribe to or unsubscribe from at any time.</p>
<p><u>Completed application forms</u> Name, address, phone, email (optional), date of birth, membership category, occupation (optional),</p>	<p>Kept in folder in office (locked and alarmed)</p>	<p>Board of Trustees</p>	<p>Office is locked and alarmed</p>	<p>Data kept until cancellation of membership or a request for removal is received.</p>
<p><u>CCTV</u> Recorded film imaging is being taken to promote public safety and to assist in crime prevention.</p>	<p>Recording equipment is located in a secure area behind the bar</p>	<p>Manager and bar staff only</p>	<p>Bar area is restricted to staff only</p>	<p>All footage is deleted after 30 days unless there is an overriding reason to be retained. Footage will not be shared with outside</p>

				agencies except in limited circumstances such as where it is necessary to make a disclosure to the police.
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