



Policy – UK General Data Protection Regulations (GDPR)

1. Introduction

Caerphilly Board Gamers is committed to protecting the privacy and personal data of its members and attendees in accordance with the UK General Data Protection Regulations (UK GDPR). This policy outlines how we collect, use, store, and share personal data.

2. Data We Collect

We collect the following personal data:

- Full names of those attending club events
- Whether a person attending club events is aged under 18
- Attendance dates at club events
- Photographs and videos taken during club sessions

3. Purpose of Data Collection

Names and attendance dates are used to define and manage club membership. Photographs may be taken and videos recorded during club events and used to promote future play sessions on social media platforms.

4. Data Storage

All personal data is stored in a spreadsheet on the Chairperson's laptop. This device is secured and access is limited.

5. Access to Data

Only the Chairperson has direct access to the data. However, relevant information may be shared with other committee members when necessary for club operations.

6. Data Sharing

We may share personal data with the management of our regular venue for operational or safety purposes.

7. Data Retention

Personal attendance data is retained for one year from date of last attendance. Attendance records at club events are retained for 18 consecutive weeks from the date of last attendance. All records of attendees who have made zero attendances for 18 consecutive weeks or more will be reviewed and disposed of in late December each year.

Photographs and videos shared on social media platforms will be retained in perpetuity, subject to the platforms' terms and conditions.

8. Data Subject Rights

Members have the right to:

- Access and review their personal data
- Request corrections to inaccurate data
- Request not to appear in official photographs or videos
- Request their appearance in photographs or videos shared on social media be obscured so they are not recognisable.

Please note: Attendance data will only be deleted in accordance with the retention schedule outlined above.

9. Contact for GDPR Queries

All GDPR-related queries should be directed to the Chairperson of Caerphilly Board Gamers.

10. Use of Social Media Platforms

The committee may use WhatsApp and Facebook to contact members about club matters. These platforms are used solely for communication purposes, and no personal data is exported or stored outside of them. Members join these groups voluntarily and may opt out at any time. The club does not use these platforms to collect or retain personal data beyond what is visible within the app.

11. Use of Digital Prize Draw Tools

Names may be uploaded www.wheelofnames.com for the purpose of conducting prize draws. This data is used only for the duration of the draw and is deleted immediately afterwards. This process is carried out with member awareness and does not involve long-term data storage.