



# Mersham Sports Club

Flood Street, Mersham, Ashford, Kent, TN25 6NX  
[www.mershamsportsclub.com](http://www.mershamsportsclub.com)



## Data Protection

All personal information supplied by members of Mersham Sports Club upon application for membership to the club remains private and confidential, and will only be used as described in;

- Members Privacy Notice
- Volunteers Privacy Notice

## Data Retention

Your personal information will be held for no longer than 2 years. Data will be refreshed every year when applying for annual membership.

Welfare Officers are to ensure that those who have access to member data delete/destroy this in a timely manner.

## Data Security

Those who have access to member data must ensure that it is stored securely. Hard copies should be stored appropriately, ideally in locked cabinet or similar. Electronic devices should have appropriate security features activated such as passwords and encryptions.

Any suspected Data breach should be reported to the Club Welfare Officers immediately who will decide if it is necessary to contact the members at risk or the ICO

