	New Horizons Camping Club – Completed January 2025 Register of Systems – members consent to use of personal data on application form.				
	Collection/ Creation	Storage	Usage	Sharing/transfer	Disposal
Data Subject — Members Contractors					
Legal Entity		Club online application sent to Membership Database on Wix platform (Membership secretary)	Member approval after confirmed payment from Treasurer and access allowed to our closed Facebook page and password protected Members Area on website Added to Wix and Access database	Transfer of application form to Membership Secretary, Treasurer, Club Secretary, and New Member contact via Wix or email to personal account	Delete immediately after email is sent. Members are removed from database and data removed if non-renewal Kept for 1 year
		Accounts and Member Database stored on password protected, Firewall security laptop / PC	Society finances, payment of contractors and committee members expenses. Supply member contact information after permission given, in response to request by other club members	Members data shared with contractors for printing and posting Email information from personal account	Members removed annually and data removed if non-renewal Delete immediately after email is sent.
		Mailchimp email (Club Secretary)	Keep MailChimp email and phone number list up to date with new and lapsed members. Phone and iPad password protected	MailChimp email Used to communicate Club activities to membership	Members removed annually and data removed if non-renewal
		Newsletter Editor New Member contact	Entry in Newsletter Welcome phone call	Receive email from Database Manager with data.	Delete email containing data once it has been used.
Third Parties		Contractors	General printing and distribution	Customer List on Third Party printers	According to company policy