

**Wick Players**

14/14a Moray Street, Wick, Caithness, KW1 5QF
Registered Scottish Charity No. SC019009
Private Limited Company No. SC358114

Policy

Policy No. POL09

Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

Policy on the Destroying of Documents and Club Information.

Wick Players is committed to a policy on the destroying of documents and club information.

Wick Players holds many types of documents which contain important and confidential information.

Some documents will contain confidential information of club members, such as names, dates of births, contact numbers, addresses, medical information.

Any document which contains information about or regarding Wick Players or any of its members which needs to be disposed of must be discarded in a safe and secure manner, coinciding with the current data protection laws.

The most appropriate way to dispose of any document is by shredding. Therefore, any document owned by Wick Players which is being discarded which contains such information must be disposed of in this manner.

Wick Players will ensure that all directors are aware of this policy.

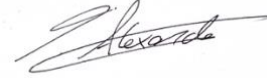
Wick Players undertake to make a copy of this policy and the code of practice available to all members.

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This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:



Jayden Alexander

(Secretary)