# Membership Application Review Policy

## 1. Purpose of This Policy

The purpose of this policy is to ensure that all membership applications to **Wallasey Beach Club** are handled **fairly, consistently, and lawfully**, in line with UK GDPR, the Data Protection Act 2018, and the Equality Act 2010.
The policy sets out:

- What checks the Club will carry out
- What checks the Club will *not* carry out
- How decisions are made
- How applicant data is handled

This policy applies to all prospective members.

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## 2. Principles

The Club's Membership Application Review approach is based on:

- **Proportionality** — only collecting information necessary for safe and responsible membership.
- **Fairness** — treating all applicants equally and without discrimination.
- **Safety** — protecting members, staff, and the Club environment.
- **Transparency** — applicants know what checks are performed and why.

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## 3. Checks the Club *Will* Carry Out

### *3.1 Identity Verification*

The Club will verify the applicant's identity to ensure they are a real, traceable individual.
Acceptable evidence includes:

- Driving licence
- Passport
- Utility bill or bank statement (address confirmation)

Only the minimum information required will be recorded. No photographic or copies will be retained by the club. A visual check will be completed prior to membership card being issued.

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### *3.2 Address Confirmation*

Applicants must provide a valid postcode and proof of address.
This supports:

- Administration
- Local membership rules
- Contact in case of emergencies

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### *3.3 Eligibility Checks*

The Club will confirm:

- The applicant meets the minimum age requirement
- The applicant is not currently barred or expelled
- The applicant has completed the membership form truthfully

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### *3.4 Internal Conduct & Safety Checks*

The Club may review:

- Internal incident logs
- Previous bans or safeguarding concerns
- Behaviour that may pose a risk to members or staff

This is part of the Club's duty of care.

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### *3.5 Publicly Available Information*

The Club may review **publicly available** information where relevant to safety or conduct.
This will always be:

- Light-touch
- Proportionate
- Non-discriminatory

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## 4. Checks the Club *Will Not* Carry Out

### *4.1 Criminal Record Checks*

The Club will **not** conduct DBS checks for general membership.
DBS checks are only lawful for specific safeguarding roles.

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### *4.2 Credit Checks*

The Club will **not** run credit checks.
These are intrusive and have no lawful basis for membership to the club.

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### *4.3 Protected Characteristics*

The Club will **not** ask about:

- Health
- Disability
- Race or ethnicity
- Religion
- Sexual orientation
- Gender identity
- Marital status

Unless the applicant voluntarily requests reasonable adjustments.
Members may in the future be requested to voluntarily provide this data should we have a request or need.
This data is not currently collected about members.

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### *4.4 Third-Party Background Checks Without Consent*

The Club will not use external services unless:

- There is a lawful basis
- The applicant gives explicit, informed consent

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## 5. Decision-Making

Membership decisions are made by the Club's directors or authorised representatives.
A membership application may be refused if:

- Identity cannot be verified
- Information is incomplete or false
- Internal records show previous bans or serious conduct issues
- The applicant poses a risk to members, staff, or the Club environment

The Club is not required to provide detailed reasons for refusal but will act fairly and consistently.

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## 6. Data Protection

All applicant data is processed under **UK GDPR**.
The Club will:

- Collect only what is necessary
- Store data securely
- Retain data only as long as required
- Allow applicants to request access to their data

A full **Data Privacy Policy** is available here or in print by request.

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## 7. Transparency to Applicants

Applicants will be informed that:

- Identity and address checks are required
- Internal conduct checks may be carried out
- No DBS or credit checks are performed
- Their data is handled securely

This policy will be linked in the membership application and available in print upon request.

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## 8. Review of This Policy

This policy will be reviewed if:

- Legislation changes
- Club governance changes
- Safeguarding requirements evolve