

KEYNSHAM & SALTFORD LOCAL HISTORY SOCIETY

Data Protection Policy Statement

The following statement has been agreed by the Committee of the Keynsham & Saltford Local History Society to facilitate compliance with the General Data Protection Regulations effective from 25th May 2018.

The Society:

1. Has designated the Membership Officer to be responsible for Data Protection.
2. Keeps a database of the name and contact details of all members and information on their individual interests relating to the Society's activities.
3. Will obtain explicit consent from members to store their data and keep a record of this consent.
4. Will keep membership data secure.
5. Will use the membership data only to further the objects of the Society.
6. Will restrict the use of membership data to those members of the Committee who need it for the purposes of running Society activities and projects.
7. Will not pass on the data to any other person or organization without the explicit consent of the member concerned.
8. Will not keep personal information for more than one year after membership ceases.

Data Protection Procedures

1. The Membership Officer shall maintain a database/spreadsheet storing the name, contact details, history interests if given, communication preferences and data storage consent details for each member.
2. Membership application and renewal forms shall include a statement of what data will be held and a tick box requesting consent to store this data and communication preferences.
3. Contact details and communication preferences of Members will be copied only to those members of the Committee who need them for the purposes of Society communication and organizing events.
4. All copies of the database or extracts from it shall be password protected or encrypted.
5. All group emails will be sent out using the bcc (blind copy) facility.
6. Membership details will be used only to inform members of Society activities and other activities related to local history.
7. At the end of each membership year the Membership Secretary shall notify every person who holds a copy of all or part of the membership database of the names of those former members who have not been a member during that year. These names and associated data are to be removed from the copy of the database.

Approved by the Committee at the meeting held on 9th April 2018