

Rutland Local History & Record Society

Data Protection Policy



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Introduction

From May 2018, a new **General Data Protection Regulation** will come into law, reinforcing the Data Protection Act already enacted. Rutland Local History & Record Society (RLH&RS) is committed to a policy of protecting the rights and privacy of members. We acknowledge the importance of keeping members' personal information safe and secure at all times.

Transparency

To carry out the work of the RLH&RS we ask members to provide their contact details when they join our group. The only personal information held in its Membership Database is:

- Name and Address
- Telephone number
- Email address (if applicable)
- Payment Method (Standing order, online, cheque or cash)
- Yes or No to Gift Aid
- Subscription Status, Date Paid and amount
- If members are joint RLH&RS and The Friends of Oakham Castle and RCM members
- Life Member Status
- Email Permissions
- Year joined
- Misc Notes

Under the Data Protection Act all data held by RLH&RS is defined as 'Standard Personal Data'. The level of security must be good and proportionate to the data kept by the Society.

The information held is required for communication concerning RLH&RS matters.

Data held is known to the Key members of the Executive Committee. The data held is required in order to contact members with Society information, to create mail out labels for publications, event information, changes to its programmes and membership subscriptions.

Access to the information is restricted to:

- a) Those Executive Committee Members having a specific need. This may include the Secretary, Treasurer, Chairman, Membership Secretary, Web Master and Data Protection Administrator.
- b) It is RLH&RS policy that no third party will have access to its membership data base or its contents

Taking Care of Members' Data

The members' data is stored locally on a membership system database. It is not shared or communicated via a network system.

Database Administrator

Our Database Administrator is the Membership Secretary, who controls the access to the database by providing data to other Committee members solely where necessary. The Administrator is the only person with the authority and access to change a member's personal details. Members must request in writing or email in order to authorise changes to Personal Data.

Control over Access

The executive committee will maintain and review the list of those committee members who have permission to send mass emails to the membership, modify the website, view, modify or download membership data necessary to their function.

Further:

All members are to confirm that they have read this policy. The Society will maintain a record of each confirmation to ensure it complies with the GDPR regulations.

Lapsed Member Data

On leaving RLH&RS a member's data will be retained for no longer than twelve months. This helps to cope more efficiently with a member rejoining within that period.

The Inland Revenue insist that Gift Aid lists are retained for seven years which is adhered to by our Treasurer.

Sending Personal Emails

When sending an email, all members should be aware that some people will not want their email address shared with other members. The sender must use a blind copy (bcc) facility which will conceal email addresses from the recipients.

Email Addresses on our Website

Personal email addresses will not be made available for the general public to view. Committee members can be contacted by members and non-members via the website <http://www.rutlandhistory.org> or by using the email address info@rutlandhistory.org

Executive committee members should use a society email address when responding on behalf of the Society.

Members Data held by the Society - Members may submit a written request to the Membership Secretary to request a printout of their data held by the society. Each request will be responded to within six weeks.

Consent must be provided by all members before data is held and used by the Society. Details of consent will be held by a responsible member of the Executive Committee.

Children and International Protection

The society has no members below eighteen years of age.

The Society has a small number of International members, to whom all of the above will apply.