

## Data Protection Statement

### 1. What members' data do we hold?

We hold the name, address, e-mail and telephone number (or any two or more of them) of our members. We hold only personal data that members have supplied to us.

### 2. How do we use it?

To ascertain who our members are in order to apply correct admission charges, to communicate with our members about our events and membership renewals, to distribute copies of our publications and to inform our members of events held by other organisations which may be of interest to them. We do not pass member data on to any third party.

### 3. Is it necessary to hold this data?

We consider the collection of this data is the minimum necessary to enable us to operate effectively as a small, local interest group and to communicate with our members.

### 4. Who has access to the data we hold?

Our Chairman, Vice-Chairman, Secretary and Treasurer are the only officers with access to this data.

### 5. How it is held?

It is held on a Microsoft Excel spreadsheet in cloud storage. It is password protected and accessed only by authorised officers using hardware adequately protected by security software (such as McAfee, Norton etc).

### 6. How long do we hold it for?

We will retain member data for one year after the last renewal date (this is so that any member re-joining within a year need not complete a new membership form) and it will then be removed permanently from our database. Members re-joining after a lapse of one year will be asked to complete a new membership form and to supply contact information again. The membership form will ask for consent for us to hold the data provided by the member on this form and to deal with it in accordance with this policy.

### 7. What other data do we hold?

We hold names and e-mail addresses of people who have asked to be kept informed of our events. This is held on a Microsoft Excel spreadsheet and processed and protected in the same way as our members' data. The data will be retained for so long as we deem appropriate or until such time as we are asked to delete it.

### 8. How you can see the data we hold?

Any member can ask to see his or her own personal data. Requests should be addressed to our Secretary, whose contact details can be found on our website.