

## The Bracknell Forest Society - Data Protection Procedures

- 1. Who holds the records.** Membership records, excluding financial data, will be held by the Membership Secretary. The Treasurer/Membership Secretary will additionally hold financial data. Nominated assistants or deputies of these two Officers may also hold their respective records. The Data Controller will be appointed by the committee and will normally be the Membership Secretary.
- 2. Who is allowed to see and use the full records.** The Data Controller, Chairman and other committee members may access the full records, including financial data. The auditor of the annual accounts is entitled to see all financial data, which includes contact data for all members of the Society
- 3. Communicating with members and non-members.** Email is the preferred method for communication with members, for this purpose, the Society may use mail distribution software (such as MailChimp). All communications will be sent by a member of the committee. They will include the statement '*You are receiving this communication because you are either a member of or given written consent to receive information about The Bracknell Forest Society*' and instructions on how to opt-out of receiving communications from the Society other than those to members relating to the AGM and membership.
- 4. Need for secure storage.** Everyone holding any TBFS data must take care to hold the data securely. Both electronic storage and hard-copy must be kept in a safe place. Any loss of data must be reported immediately to the data controller.
- 5. Responsibility for the updating** of and accuracy of the *financial* records lies with the Treasurer. Responsibility for the updating of other data lies jointly with the Membership Secretary and Treasurer who must liaise to ensure that any contact updates they are given are passed on to each other.
- 6. Passing on contact data within the Society.** Section 4 of the policy allows contact data (not financial data) to be given to requesters without the prior permission of the individuals concerned if there is a legitimate and reasonable need for it. Such requesters will be *within the Society* for example event organisers. This data will normally be requested from and given out by the Membership Secretary. However anyone with access to the data, as in sections 1 and 2 above, may give it out or use it themselves for any legitimate purpose of their own. No information will be given to people *outside the Society* without prior consent.
- 7. Right to see personal data.** Anyone wishing to see what data is held for them personally will be given all information held, which will normally not exceed name, contact details and payment records. To this end the Secretary will obtain financial data from the Treasurer and will deal with the request. In the absence of the Secretary the Treasurer may fulfil this obligation, but otherwise no one else may respond to formal requests.
- 8. Deletion of old data.** Contact data (not financial data) must be deleted no later than one year after an individual on whom data is held leaves the Society, is not expected to return and if there is no need for further contact.
- 9. Responsibility for the policy and procedure.** While the Data Controller is primarily responsible for ensuring the policy and procedure are up-to-date and relevant and that it is being adhered to, the full committee also share responsibility.