

Data Protection Policy

1. Introduction

Any organisation that handles and stores personal data, including local societies, are required to have a Data Protection Policy. The purpose of the policy is to ensure that the organisations comply with the Data Protection Act (1998) and the General Data Protection Regulation (2018).

2. Why do we collect your information?

- a. We collect personal information to record a list of our *Members* and to manage our membership subscriptions.
- b. We collect personal information in order to communicate information on meetings, field trips and other matters of interest to our members.

3. What information do we hold?

- a. Members:
 - Members Name
 - Postal address
 - Email address
 - Telephone number/s
- b. Speakers:
 - Speakers name
 - Affiliated organisation
 - Email address
 - Telephone number/s

4. Who uses this data?

- a. The *Data Controller* is the Chairman for both Members and Speakers data.
- b. The *Data Processors* for *Members* are:
 - The Secretary
 - The Membership Secretary
 - The Treasurer
 - The Social Media Officer

- c. The *Data Processors* for Speakers are:
 - The Secretary
 - The Membership Secretary
 - The Treasurer

5. Where is this information stored?

- a. Electronic and paper records are held by the Chairman for the purposes of data storage and control.
- b. Paper records are held by the Membership Secretary and Treasurer for the purposes of society management.

6. Types of data

- a. Electronic spreadsheets will be used to store all *Members'* personal details. These may occasionally be printed, in full or in part, in paper form to update sign-in books or sheets.
- b. Sign-in books will be used to sign in *Members* at each meeting. This will contain a reduced set of personal details that are required for attendance logging.
- c. Emails and correspondence.
- d. Photographs of individuals will be used for society promotion in printed materials, the website and on social media.

7. Consent for data collection and storage

- a. All members of BoltonAES will be asked for their personal details and their consent to store and use it.
- b. This Data Protection Policy is displayed on the website and a copy is given to all prospective members.

8. Retention of personal information

- a. Members:
 - *Members'* personal information will be stored as long as they are members.
 - If a *Member* should leave BoltonAES their information will be stored for 12 months from the end of the year of their subscription period. *Members* failing to pay their subscription will be assumed to have left.
 - *Ex-Members* will continue to receive email communications from the society until they choose to unsubscribe via the self-subscription option on the society emails.

- b. Speakers:
 - *Speakers'* details will be stored until they are requested by the Speaker to be destroyed. They will be kept for the purpose of future lecture bookings.

9. Rights of individuals

- a. The GDPR includes the following rights for individuals:
 - the right of access;
 - the right to rectification;
 - the right to erasure;
 - the right to restrict processing;
 - the right to object