

# **Data Protection Policy**

## **General**

Data held by the Society conforms to General Data Protection Regulation (GDPR)  
The Society is not required to appoint a formal Data Protection Officer (DPO) but the Secretary is the point of contact.

This policy sets out the principles by which the Northampton Society of Model Engineers Ltd manages the data it holds about its members.

## **Policy**

The Northampton Society of Model Engineers maintains a list of all its members for the purpose of administrating the Society's business. This list is compiled by the Membership Secretary from information supplied by members on the original application and is amended from information supplied by members.

The data held on the member list is:-

First name and surname

Type of Member i.e. Full member, full member over 75, student, junior, associate.

Address and post code

Email address

Telephone Number

Mobile telephone Number

Date of birth (month and year of birth only)

Share Number

Date Joined

The GDPR sets out the lawful basis for processing personal data, stored by any means, and part of that requires the Society to gain clear consent from individuals the Society communicates with. Consent means offering people a genuine choice on the data which is held by the Society.

All members are notified of the level of data that is held, and at any time an individual member may withdraw consent to the Society holding all / some personal data. To comply with this request the data must be deleted from the member list. If this means the Society will no longer be able to communicate with the member, membership will be terminated after discussion.

The Membership Secretary will maintain the data on the membership list and make any amendments. Data on anyone leaving must be deleted from the list by no later than 1 year after membership ceases.

In order to run the affairs of the Society the member list is shared by all the serving Management Committee members. As a result of any changes to the data the Membership Secretary will distribute the revised list using electronic mail.

Original paper copies of the application form are stored in a secure location.

## **SECURITY**

Individual member details will only be held by approved data holders. Current data holders are serving Management Committee Members and the Membership Secretary.

When a data holder leaves the position they **must** delete any member lists held and destroy any paper copies and confirm to the Society Secretary this has been done.

No data on the membership list must be shared with any third party without the permission of the person on which the data is held.

All requests for contact details from another member or third party must be forwarded to the relevant member for action.

On receipt of a new list from the Membership Secretary the data holder must delete any previous issues.

All approved data holders must ensure they have up to date virus and Spyware software installed on their computer equipment.

## **DATA BREACHES**

If any data holder, suspects there may have been a data breach, the member must inform the Secretary of the Society immediately. The Secretary will inform the person/s concerned immediately and, depending on the severity of the breach will inform the Information Commissioner's Office (ICO).