

# THE NELSON SOCIETY: GENERAL DATA PROTECTION REGULATIONS POLICY

## 1. Background

The General Data Protection Regulations came into effect on 25<sup>th</sup> May 2018. These regulations introduced new requirements to protect personal information and how it is managed and used. This note sets out The Nelson Society's Policy to meet these requirements.

### 1. General Principles

The Society will adopt the following general principles in relation to data protection:

- 1) Ensure all members are aware of the personal data we hold and what we use it for (see below)
- 2) Ensure all responsible officers (relevant Committee members) of the Society are aware of how to store and handle information as necessary
- 3) Ensure data that is collected is properly password protected and that, if applicable, where it is stored on portable devices, these are encrypted
- 4) Only retain information for as long as necessary
- 5) All members of the Society have a right to be informed of the data we hold, a right to amend (rectify) this as necessary, or to object to the data held. Any member wishing to see, amend, withdraw or object to the data held should contact one of the following Society officers in the first instance – The Chairman, The Secretary or the Membership Secretary. Amendments will be dealt with as soon as practically possible.

### 2. Personal Data and Collection

Personal data is any information which identifies a member, or which can be identified as relating to a member personally. The Society only collects the data it needs – name and address of the member and, if possible and applicable, telephone number and email address. This information is used to communicate with members either through The Nelson Dispatch or newsletters, or by post and email where appropriate.

The Society records subscribing members and processes bank standing order mandates and cheques but does not and will not retain these or record any banking information about members.

Information will be destroyed when no longer required or irrelevant, for example when a member leaves the Society.

The Society does not hold or collect sensitive information (e.g. racial origin, political persuasion, sexual orientation etc.).

### 3. What is the Information used for?

The information collected will be used to

To send members copies of The Nelson Dispatch and occasionally newsletters

To communicate with members to keep them abreast of Society affairs

To communicate with members attending events

Dealing with enquiries and requests, including purchases from the Society, from members and non-members alike

The administration of membership records

### 4. Protecting Personal Data

Information will only be used for the purposes set out above

Only the information needed to meet those purposes will be collected

The data will only be seen by those officers, or any other person or persons nominated by the Committee of the Society, who need it to fulfil their roles on behalf of the Society.

The data will only be kept for as long as it is needed for the purpose collected

Will not be shared with any third party without the member's specific consent

Where held electronically the relevant officer will seek to ensure that the data is appropriately (password) protected.

## **5. Consent**

By providing The Nelson Society with personal information the individual member consents to the collection and use of it as described in this policy.

Any member can change their preferences at any time in the future by contacting one of the officers listed in Section 2.5) above.

Members of the Society will be reminded on an annual basis of the provisions of this policy, which will be published on the Society's website.

Policy updated February 2022