

Gwent Family History Society

Draft Data Protection Policy (27-04-2018)

1. Information we hold

Membership System			
Data	Where collected	Who uses	Why used
Title	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record. To contact member To pass to printer to send out paper journal
		Webmaster	In email to notify about electronic journal. In email to give information to member.
		Branch Officer	To allow branch officer to communicate with the member
		Printer	On address label of journal
		Treasurer	To apply for gift aid
Forenames	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record. To contact member To pass to printer to send out paper journal
		Webmaster	In email to notify about electronic journal. In email to give information to member.
		Branch Officer	To allow branch officer to communicate with the member
		Printer	To print address label of journal
		Treasurer	To apply for gift aid
Surname	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record. To contact member To pass to printer to send out paper journal
		Webmaster	In email to notify about electronic journal. In email to give information to member.
		Branch Officer	To communicate with the member
		Printer	To print address label of journal
		Treasurer	To apply for gift aid
Address	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record. To contact member To pass to printer to send out paper journal
		Branch Officer	To communicate with the member
		Printer	To print address label of journal

		Treasurer	To apply for gift aid
Telephone Number	Membership Form/Website Membership Profile	Membership Secretary	To contact member
		Branch Officer	To communicate with member
Email address	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record. To contact member
		Webmaster	In email to notify about electronic journal. In email to give information to member.
		Branch Officer	To communicate with the member
Type of membership	Membership Form/Website Membership Profile	Membership Secretary	To keep membership record.
		Webmaster	To ensure reminder is sent about membership ending
Payment method	Membership Form	Membership Secretary	To keep membership record.
Date Paid	Membership form	Membership Secretary	For financial records
		Treasurer	For financial records
Renewal Date	Membership form Website	Membership Secretary	To monitor current members
		Webmaster	To monitor current access to members' area of website
Branch	Membership Form/Website Membership Profile	Membership Secretary	To pass member lists to branches
Gift Aid	Membership Form/Website Membership Profile	Membership Secretary	To pass list of members who wish gift aid to be applied for to be passed to Treasurer.
		Treasurer	To apply for gift aid
Additional family members' names	Membership Form/Website Membership Profile	Membership Secretary	To check members able to vote in AGM.
		Branch Officer	To identify all members of branch to check if eligible to vote on business matters
Membership Number	Added by Membership Secretary	Membership Secretary	To keep records
		Branch Officer	To identify all members of branch to check if eligible to vote on business matters

Sales System			
Data	Where collected	Who uses	Why used
Title	Orders	Membership Secretary	To record who has made order for membership.
		Sales Officer	To record who has made order for publication.
		Webmaster	Monitoring efficiency of website
	Paypal	Treasurer	To record who has paid into society.
Initials	Orders	Membership Secretary	To record who has made order for membership.
		Sales Officer	To record who has made order for publication.
		Webmaster	Monitoring efficiency of website
	Paypal	Treasurer	To record who has paid into society.
Forename	Orders	Membership Secretary	To record who has made order for membership.
		Sales Officer	To record who has made order for publication.
		Webmaster	Monitoring efficiency of website
	Paypal	Treasurer	To record who has paid into society.
Surname	Orders	Membership Secretary	To record who has made order for membership.
		Sales Officer	To record who has made order for publication.
		Webmaster	Monitoring efficiency of website
	Paypal	Treasurer	To record who has paid into society.
Address	Orders	Sales Officer	To dispatch order.
		Webmaster	Monitoring efficiency of website
Email address		Sales Officer	To request information in case of problems
		Webmaster	Monitoring efficiency of website and to dispatch files if problem with automatic system.

2. Lawful bases for processing personal data

The information we collect is used to keep membership records, to communicate with members, to send journals to members, to be able to apply for Gift Aid where needed.

The sales information is used to supply the ordered products and to keep financial records.

3. Consent

Data is collected on membership form.

How data stored

Membership Secretary keeps forms in file in membership number order.

Membership Secretary keeps details stored in a Spreadsheet on the Membership Computer.

Membership Profiles are stored in encrypted form on Website hosted by Freshsites Ltd.

4. Children's Data

No-one under the age of 18 is allowed to become a registered member of Gwent Family History Society.

5. Privacy

No information is sold or passed to anyone other than names and addresses are sent to the printer in order to send out quarterly journal.

6. Right of access

Every member can view data stored on website and can change that data.

Members can contact Membership Secretary who will meet the 30-day requirement to send a copy of data that is held.

7. Right to rectification and data quality

Every member can change the information stored about them on the website.

The Membership Secretary make changes immediately a member requests it. Members are asked to send details in every year to ensure information is kept up to date.

8. Right to erasure including retention and disposal

The Membership Secretary immediately deletes information stored about members when requested, both on paper and on spreadsheet and on website.

The Membership Secretary keeps the Membership Number and Name of all past members to allow members to re-join the society.

The Membership Secretary shreds all forms that are not needed.

Membership records are kept for 1 year after a membership lapses as members do not always realise they have not paid membership fees.

Details of customers are kept for 2 months to ensure that any issues can be dealt with.

Treasurer keeps customers names and amount paid for 6 years in financial records.

9. Right to restrict processing

Members will not be contacted or included in lists if they do not give express permission.

10. Right to object

The Membership Secretary or Sales Officer will present any objections to the way data has been processed to the Executive Committee and the processing will be stopped.

11. Accountability

The Membership Secretary keeps all data secure in file and on the membership computer. A backup copy of the data from the computer is kept by the Secretary. The Sales Officer keeps all data secure. The treasurer keeps all data secure.

12. Data Processor Contracts

The printer and Branch Chairman and Secretary will be required to sign contracts specifying the use of data.

To be completed by representative of Printer Company

To be completed by Branch Chairman and Secretary

Gwent Family History Society Data Processing Agreement

I will receive a list of members details (Names, Addresses, Telephone Number, eMail address) from the Membership Secretary. I will use that information to contact members when necessary. I will not pass that information to any other person. I will keep the list in a secure place. I will destroy the list when a new list is supplied or when asked to destroy it.

Signed _____ Date _____

Print name _____

Branch _____ Position _____

13. Information Risks

Membership Secretary keeps all data secure. Secretary keeps backup copy secure.

Webmaster monitors who accesses data stored on website. Only Webmaster, Membership Secretary and individual members have access to online members profile.

Only Webmaster, Membership Secretary, Treasurer and Sales Officer have access to customer records stored online.

14. Data Protection by Design

Access to data stored on website is restricted by design of website.

15. Information Management Officer

16. Management Responsibility

Executive Committee

17. Breach Notification

Membership Secretary and Webmaster monitor access to data and will report to Executive Committee any breaches, which will then be reported to the Information Commissioner and the members involved.