

# **SHERBURN IN ELMET LOCAL HISTORY SOCIETY**

## **Data Protection Policy**

### **Background**

The General Data Protection Regulation protects any individual on whom data is held from unlawful processing of data, and gives right of access to that data. The definition of data is not restricted to automatically processed information but also includes manual records and paper documents.

Sherburn in Elmet Local History Society is only concerned with Data held about our Members.

### **Policy**

The only data held about a Member will be their postal address, telephone numbers and e-mail address.

This data will be held securely and never divulged to a 3rd party unless specific permission has been granted to do so by the individual member concerned.

The data will only be used to contact members in order to keep them informed of society activities and events.

Permission to hold this data will be obtained from each member on joining or renewing membership as appropriate.

Members will be asked to verbally confirm the data is accurate and up to date on annual renewal of membership.

Members will be made aware that they have the right to view their personal data held, withdraw their consent and have all or some of it removed from the records at any time.

The data will only be held by the Secretary of the Society who will be entitled to be compensated for any expense necessary to keep the data securely.

## **Monitoring and Review**

The committee will ensure that data is being gathered, stored and updated in accordance with this policy. The policy will be reviewed annually.

This policy was adopted by the Society on 11th May 2018