



COGENHOE & WHISTON HERITAGE SOCIETY THE GENERAL DATA PROTECTION REGULATION (GDPR). Policy Statement

THE DATA CONTROLLER.

The Cogenhoe & Whiston Heritage Society.

THE DATA PROCESSOR.

The Membership Secretary.

The Data Controller is the organisation that “determines the purposes”, that decides to gather & use the information.

The Data Processor carries out specific tasks on behalf of the Data Controller.

The Cogenhoe & Whiston Heritage Society will collect the names, addresses, telephone numbers and email details from each person when they pay a subscription that entitles them to be a member of the society. The society will keep these details electronically and will not pass them on to any third party. When a membership ceases, the society will delete all details of that member from its data base as soon as possible.

DUTIES OF THE DATA PROCESSOR.

1. Will hold the personal details of members.
2. Will update any details as required. i.e. change of address.
3. Will delete a member’s details when their membership lapses.
4. Regularly update and carry out security checks on the device holding the information.
5. The device holding the information must be password protected and data should be backed up on an external storage device. A secure “cloud” backup service may be used as long as it is located within the EEA.
6. Will ensure that no new members or existing members are enrolled until they have ticked the required boxes on the membership renewal form, showing that they are aware of the society’s commitment to GDPR.
7. As soon as the Data Processor becomes aware of a breach of security, he/she will immediately inform the Chairman or in his/her absence, the Vice Chairman, of the details.

BREACH OF SECURITY – ACTIONS.

The Chairman or Vice Chairman will inform the members of the committee and arrange for all those whose personal data has been breached to be informed as quickly as possible firstly by telephone and if there is no response, by letter. If by telephone, the details of time and date and who was informed must be recorded.

At the last committee meeting before the AGM (currently January), the committee will formally review the society’s management of the data it stores and if necessary make any changes that are deemed necessary. Even if there is nothing to report, the fact that the committee have reviewed our policy will be minuted. This does not preclude the need to hold an extraordinary committee meeting should circumstances change or there has been a data breach.

The Data Privacy Policy includes this sentence, “Committee Members (Directors) will make limited use of Register data as required for them to perform their roles”. These words recognise that committee members may require occasional access to membership records in order to perform their agreed roles. Data extracted from the records for such purposes must be protected from external access, must be destroyed or deleted when no longer required and must never be passed to others outside the committee without the formal consent of the member(s) concerned.

Peter Alexander,
Chairman,
Cogenhoe & Whiston Heritage Society
24 May 2018