



**Wheatley Hill History Club
will operate in Accordance with
the General Data Protection
Regulations 2018 on the Lawful
basis of Contract**

DATA PROTECTION POLICY

This Policy was agreed at a meeting of the Wheatley Hill History Club on Tuesday 20 March 2018 by the Management Committee and will come into operation on 25 May 2018.

INTRODUCTION

The History Club stores and uses data from its members, speakers and those who provide services on our behalf such as printers etc and any other individual or organisation that the History Club needs to contact in relation to its business of carrying out local history research and publication.

This policy describes how the data is collected, handled and stored to comply with Data Protection laws.

TYPE OF DATA HELD BY WHEATLEY HILL HISTORY CLUB

PERSONAL DATA

The History Club holds personal data on its members, speakers and partners. The information is mostly held electronically and includes names, street address, phone numbers and email addresses.

AUDIT

On 20 March 2018 we carried out an audit of how we handle our data in readiness for the new Act which comes into place at the end of May 2018. The data collection sheets are stored securely in the home of the Chair as is the electronic data held on a desk-top computer which is password protected in a designated office with a lockable door.

CONSENT

During our audit it became apparent that because no-one has questioned our use of their data we have assumed consent. As we realised this was incorrect procedure, we will ask our members, speakers and partners to provide their written consent for us to use their data with regard to History Club business. The paper forms will be securely stored in the home of our Chair.

DATA CONTROLLER

The History Club have nominated their Chair, Margaret Hedley as their Data Controller. She will be available and contactable to answer any data-related queries.

RETENTION POLICY

The History Club reviews its data at the beginning of the History Club year annually. This is in March. Any membership data that ceases to be relevant is deleted at this time. Speakers names and details are securely archived on the hard drive of a PC in the Chair's home for future use.

Adopted by the Committee

Date: 20 March 2018

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Our contract with members includes informing them of Annual General Meetings and distributing a hard copy journal or on in electronic format. In order to fulfil this contract we need to hold and process data as detailed below.

Wheatley Hill History Club recognises that members have the following rights:

- of access to their data
- to correct their data
- to have their data deleted
- to object in relation to their data

The Data Controller of Wheatley Hill History Club is the Chair/Secretary

Our **membership database** is held on a secure server and includes contact information which you have provided yourself in a data gathering form which included: *name, postal address, e-mail, telephone number together with your class of membership*

We may also hold information about when your annual subscription was renewed

The information we hold is used to send out paper newsletters, to advise that an electronic newsletter is available and for any other purposes connected with the running of Wheatley Hill History Club

If a member ceases to be a member their personal data is archived for a period of 12-months, but it is not processed again unless the former member re-joins Wheatley Hill History Club

None of the data held by Wheatley Hill History Club is shared with or sold to any other third parties.

Any member may apply in writing to the Chair/Secretary to check the information held on them by Wheatley Hill History Club

Any member wishing to withdraw their consent to the storage, processing and use of their data may do so by contacting the Chair/Secretary in writing.

Wheatley Hill History Club
March 2018