



Gosport Society

Registered as Charity No: 289942

President: The Mayor of Gosport
Honorary Vice-Presidents: Lesley Burton; Joyce Upperton
Chairman: Louis Murray

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www.gosportsociety.co.uk

DATA PROTECTION STANDARD POLICY & OPERATING PROCEDURE

Management of Gosport Society Membership Database Data and Procedure for Divulging Information May 2018

1. The Data Protection Act (DPA) 1998 places obligations on organisations that maintain and process personal data. It is understood that The Gosport Society (The Society) is not required to register with the Data Protection Act. However, The Society has adopted the eight principles of the Act, that personal data shall be:
 - Fairly and lawfully processed;
 - Processed for limited purposes;
 - Adequate, relevant and not excessive;
 - Accurate and up to date;
 - Not kept longer than is necessary;
 - Processed in line with your rights;
 - Kept securely;
 - Not transferred to any country outside of The United Kingdom
2. From 25 May 2018 all organisations are legally required to put in place additional safeguards for the collection and storage of personal data. This guide has been prepared to assist the Society to respond to the requirements of the General Data Protection Regulation 2018 (GDPR).
3. The Society does not hold “sensitive” data (e.g. involving minors or vulnerable people) and is therefore regarded as a low-grade risk in respect to data handling. The policy and procedures set out below reflect that position.

The Members' Database

4. The Membership Secretary of The Society will maintain a secure password protected database of all members' contact details. This will consist of members' names; addresses; phone numbers and email addresses (where applicable).
5. These details will be obtained from (i) the membership forms completed by all members on joining The Society, (ii) updated information when renewing membership at the start of each year, (iii) notifications from members of a change of details.
6. The Society will make all reasonable effort to obtain the ACTIVE consent from all members to hold their details through an appropriate endorsement on the Membership Form, as follows:

“Completion of this form permits Gosport Society to use your data to contact you and supply Newsletters. This data remains your property and will not be passed on.”

7. Where a Member has not signed the above form, then consent to hold their details will be assumed unless that consent is formally withdrawn either by email or in writing to the Honorary Secretary of the Society.
8. Once annually, on completion of membership renewals towards the end of the first quarter, non-renewing members' details will be deleted from the current database.
9. The Membership Secretary will maintain and update the database continually as new members join or contact details change.

Data Protection of Society Members Information.

10. Personal information regarding The Society Members will not be disclosed to anyone outside The Society Committee without the specific members' prior consent being given.
11. Members have a right to expect that when they share personal information with The Society, that their data is treated with total confidentiality and should not be stored any longer than necessary. Therefore, it is the Society's responsibility to manage personal data (whether in hard copy or electronic form) secure against accidental loss, damage or destruction and in accordance with all data protection legislation and best practice.
12. In accordance with Data Protection principles regarding the secure use of email, when emailing more than one person, the society will use the blind copy (Bcc) field rather than the Cc field.

Procedure for Informing other Committee Members of Members' Details

13. From time to time, other members of the Society's Executive Committee may be required to access the database on a need to know basis. Particularly, the Chair, Honorary Secretary and Honorary Treasurer may need access from their own personal computers.
14. Anyone in the Society handling the Gosport Society database will be given a copy of the policy and sign a conformance declaration stating that The Society members' data temporarily in their possession shall be:
 - (i) Stored securely at all times;
 - (ii) Returned to the Honorary Secretary for shredding immediately after use or receiving an updated copy. (or in the case of electronic copies, deleted);
 - (iii) Never printed or circulated except where required for Gosport Society purposes;
 - (iv) Kept confidential at all times.

MS/June 2018