

BASLOW HISTORY GROUP

DATA PROTECTION POLICY

1. All Members shall sign a form stating that they consent to their personal data being held by the Group and shared with its other Members, and also its Insurers and its Bankers if required, for the lawful purposes of the Group, and furthermore for the Group to retain those details for up to one year after their membership ceases.
2. The "lawful purposes of the Group" shall be the taking and processing of annual subscriptions; the maintaining of the banking and financial records of the Group; the publicity and promotion of its Talks and Visits; and the general management of the Group by its Committee, but the personal data of Members collected by the Group shall be used for no other purposes than those aforesaid.
3. All Members, and especially those serving upon the Group's Committee, shall keep such personal data secure, if in hard copy then under lock and key, and if in digital form then on a computer protected by a password and anti-malware package. Following the expiry of any specified period for retention, the said personal data shall be disposed of securely by either shredding or deletion.
4. When any Member ceases their membership, or when any Committee Member retires from their position, then they shall ensure that any papers or digital records containing personal data, which they have in their personal possession shall be securely shredded or deleted.
5. The Group Secretary and the Group Treasurer shall endeavour to prepare any documents for circulation to the Members with the minimum of personal data set out therein.

APPROVED AND ADOPTED BY THE COMMITTEE OF THE BASLOW HISTORY GROUP AT ITS MEETING ON THE 4TH DAY OF SEPTEMBER 2018.