

Mole Valley Quilters

Data Protection Policy

20 March 2018

1. Introduction

Mole Valley Quilters (MVQ) must be compliant with the General Data Protection Regulation (GDPR) coming into force on 25 May 2018. The GDPR gives the individual the right to be informed, the right of access, of rectification, of erasure and the right to object.

This Policy explains how members' personal data is held, handled and controlled.

If there are any queries about MVQ's data handling, then these should be addressed to the Membership Secretary in the first instance.

2. Why Data is Held

Data is held primarily so that the committee can effectively administer the organisation and can contact members when necessary or desirable for its smooth running.

In addition, where individuals have given permission to share their data, it is included on a contacts list that is distributed to members so that they may contact each other.

3. What Data is Stored

The data record for each person consists of the following:

Contact information:

- First and Last Names

- Postal address

- Telephone number

- Email address

Administration information:

- Membership status and whether paid

- Flag for inclusion on distributed contacts list

- Meeting attendance

4. Maintenance of Data

Consent and membership registration forms are held and retained in paper form. Members' personal data are additionally held in a master database or spreadsheet. Both paper forms and the master database are held and maintained by the Membership Secretary.

Notification of errors and requests to change the details may be made to the Membership Secretary. Any such changes will be notified straight away to those other Executive Committee officers who have need to hold copies of the information. Changes will be included on the next distributed contacts list.

5. Sharing of Data

Basic contact details (name, email address) may be passed to and held in electronic form by Executive Committee Officers other than the Membership Secretary where there is a need arising from their roles.

Where consent has been given, members' contact details are passed to other members via a contacts list. This list is distributed in PDF format.

Personal data will not be shared with third party organisations or individuals except with the explicit agreement of the member.

6. Access to Data

The paper forms and master database are held and accessed by the Membership Secretary. Contact details (notably names and email addresses) are also shared with those other Executive Committee Officers that require the data to fulfil their roles.

Members who have given their permission for their contact information to be shared with other members via the contacts list that is periodically distributed may view their details on it. Those not on this list, as well as any member at any time, may request their details from the Membership Secretary.

7. Security

The computers on which the master database and any copies of personal data are held (such as distribution lists held by other Executive Committee Officers) shall be kept up to date with appropriate security software.

8. Removal of Data

A member's personal data is retained for a period of five years after membership lapses. It is then removed from the database and paper membership registration forms containing the data are shredded. A person may request that their data be removed at any time after cancellation or lapse of membership.

Members will be requested to securely dispose of previous distributed contact lists on receipt of a new one.

9. Consent

Consent to the holding of personal data is included on the membership registration form and other forms where such data is provided to MVQ, such as visitor contact details if provided.

A member is asked to give their explicit consent for their contact details to be passed to the general membership via the periodically-distributed contacts list.