

The Bracknell Forest Society - Data Protection Policy

1. What members' data is held.

The Society will collect and retain certain data from Society members and potential members. The data will be relevant to the running of the Society and will include name, postal and email addresses, telephone numbers.

The Treasurer's records will additionally hold information on subscriptions, payments for event or expenses relating to each individual member.

2. What the members' data will be used for.

The contact information gathered by the Society will be used to communicate information relating to the Society's events, distribution of newsletters and any issues relating to the objectives of the society. These are considered core benefits of membership of the Society and consent to receive these communications is granted by joining or renewing membership.

3. Non-members' data.

The Society will hold contact information for individuals outside of the Society with whom the society has communications that relate to organising or implementing the Society's activities.

The society will keep contact details of non-members who attend meetings or events who give written consent for the Society to send communications about the Society's activities.

4. Circumstances when data will be passed on.

Unless required by law, no data will be passed on to anyone outside the Society without prior consent.

If there is a legitimate and reasonable need from someone within the Society for contact details for the purpose of organising the Society's activities., information held by the Society will be passed on. Any information so obtained is subject to this policy as per section 8.

5. Right of access to one's own information.

Anyone is entitled to see what data the Society holds about them. Such a request must be addressed to the Membership Secretary and will be met within 14 days of the request being made.

6. Duty to inform Society of changes.

Any changes to contact information must be notified either to the Membership Secretary or Treasurer.

7. Deletion of expired records.

Except where the law dictates otherwise a record will be deleted within one year of anyone leaving the Society or leaving a position in the Society, and where there is no likelihood of a return to the Society and no foreseeable need for further contact.

8. Duty of data holders.

Everyone in possession of Society data has a responsibility to ensure that it is held securely and that they adhere to this policy.

9. Website cookies.

The Society website may use cookies to see how the site is used and cannot identify the user.

10. Questions and responsibility.

Questions about this Data Protection Policy may be directed to the Data Controller, who shares responsibility with the Committee for keeping the policy updated, ensuring that only relevant data is collected and that the policy is being followed.