

SOMERSET INDUSTRIAL ARCHAEOLOGICAL SOCIETY

Data Protection Policy (revised November 2018)

Introduction.

The General Data Protection Regulations, which came into force in May 2018, requires the Somerset Industrial Archaeological Society (“SIAS”) to define its policy on why personal information is collected, how it is used and stored, and who is authorised to use it.

Reasons for holding personal data.

- SIAS needs to hold personal data about its members in order to:
- maintain a record of the membership so as to be able to communicate with members by post, email or telephone on matters concerning membership of SIAS and send the Bulletin.
- manage payments of subscriptions to SIAS.
- maintain a record of donations to SIAS.

What personal data is held?

- Members’ names, postal addresses, email addresses, telephone numbers, membership category and payment status.
- Bank details of those members who pay by Standing Order.
- Members personal information is treated as confidential and will never be shared with third parties without the permission of the individual member concerned.

Who uses this data?

The Data Controller is the Chair.

The Data Processors are:

- the Honorary Treasurer (for subscriptions and donations)
- the Honorary Secretary (for communications with members)
- the Membership Secretary (for monitoring and collecting members’ subscriptions)
- the Field Officer (for organizing field trips and contacting participants)
- the Publications officer (for distributing the Bulletin)

Where is the information stored?

- Electronic records are maintained by the Membership Secretary.
- Paper records are held by the Data Controller and Data Processors.
- Electronic data is kept at the residences of the Data Controller and the Data Processors.
- Electronic data is also held on line in secure password protected data storage facilities accessible only by the Data Controller and Data Processors.

Retention of personal information.

- SIAS will store members’ personal information for as long as they are members.
- If any member specifically informs SIAS that they are terminating their membership, any data SIAS holds concerning that individual will be erased immediately.
- Members of SIAS who fail to pay their annual subscription will be assumed to have terminated their membership at the end of any period of grace which may have been granted and/or at the annual review of membership.

Consent for data collection and storage

- All members of SIAS will be asked for personal information and for their consent to this information being stored in accordance with the terms of this policy.
- All new members of SIAS will be given a copy of this Data Protection Policy
- By paying the annual membership subscription to SIAS you are deemed to have consented to SIAS using your personal data in accordance with the terms laid out in this Data Protection Policy. Consent may be withdrawn at any time by contacting the Membership Secretary in writing.

The rights of individuals

The General Data Protection Regulations include the following rights for individuals:

- the right of access to the data SIAS holds about them.
- the right of rectification of any data SIAS holds about them.
- the right to require the erasure of any data SIAS holds about them.
- the right to restrict processing of any information SIAS holds about them.
- the right to object to SIAS holding information about them