

FRIENDS OF DEVON'S ARCHIVES

PRIVACY STATEMENT

In line with the General Data Protection Regulation (2018), this Privacy Statement explains our role and responsibilities in managing the personal data of our members.

Personal data is any information in digital or physical form that identifies any aspect about an individual and includes, for example, name, address, title, e-mail address and telephone number. Digital datasets are held securely by the Membership Secretary; back-up copies are held by the Treasurer. The Chairman also keeps a list of members' e-mails, enabling the Newsletter and occasional messages to be sent out. The Chairman's email list may be shared, as necessary, with other committee members when they need to contact members on FoDA business.

We hold physical data in the form of completed paper membership applications and, where applicable, gift aid forms. These are kept securely at home by the Membership Secretary and the Treasurer respectively.

We commit that:

- We will not share personal details with any third party for marketing purposes. Nor will we contact members directly asking for donations, but we may advertise fundraising activities.
- We will only use personal data to manage an individual's membership of FoDA and to inform them of the work we are doing on their behalf.
- We only hold personal data provided by members on application to FoDA, or which they have subsequently provided by way of update.
- Where individuals have included banking details on a Standing Order form, once it has been passed on to the relevant bank, our copy is destroyed.

The GDPR requires that a Data Controller and a Data Processor be appointed to safeguard the management and security of personal data. These roles are undertaken by the Chairman and the Membership Secretary respectively. It also introduces a number of individual rights, including:

- To enquire what data we hold and the accuracy thereof;
- To be informed of any data security breach; and
- The right to erase data about an individual once membership ceases. However, please note that we may need to retain information after cessation of membership to meet legal requirements such as HMRC require in connection with Gift Aid.

Members can ask about the data we hold on them at any time by contacting the Membership Secretary, Peter Towey.

Peter Towey & Ian Mortimer
Last updated, 11 April 2018