

BRISTOL RECORD SOCIETY

Registered Charity 1039843

Privacy Policy

Introduction

Bristol Record Society (the Society) holds and processes some items of personal data relating to its members. This data allows the Society to communicate with its members and to administer the Society's business.

The Society does not hold data for any other purpose and does not use the data that it holds for any other purpose.

The Society's data controller under the General Data Protection Regulations is its Council, which is an executive body that reports to the membership at the Annual General Meeting.

Collection, Storage and Deletion of Information

Data is collected from members, normally at the time of joining, and may be updated at any time at the member's request. It consists of: name, address, email address (where appropriate), telephone numbers (where disclosed), lists of subscription payments and books despatched.

Personal data is held on a password-protected personal computer, protected by standard virus and malware protection. The names of members who have sponsored particular volumes are recorded, with their permission, on the Society's website. Gift Aid forms, which contain names and addresses, are retained in paper format in line with the requirements of HMRC.

Information on former members is discarded on resignation or after one year, if a subscription remains unpaid.

The Lawful Basis for Processing Data

The Society uses its members' data in a way that those members might reasonably expect of any society. It invites members to the Annual General Meeting, collects subscriptions and claims Gift Aid. The main means of communication with members is by email or by post; the Society does not issue newsletters and rarely telephones its members. The Society's Data Controller, its Council, believes that this processing is necessary for the administration of the Society to enable it to meet its charitable objectives and that it has minimal privacy impact. As such, under the General Data Protection Regulations, it meets the "Legitimate Interests" basis for processing data.

Members' access to their personal data

Members can request to view, amend or delete their data by contacting the membership secretary by email – jonathanasharlow@gmail.com. The information will be supplied in electronic or paper form as required by the member.

Data sharing

The Society does not share its members' personal data with other organisations or individuals.

Review

The Society's Council will review this policy on an annual basis at its autumn meeting and data breaches will be reported by email to the Council by the Membership Secretary as they occur.

Adopted by Bristol Record Society Council (14 May 2018)

