



## FRIENDS OF HEREFORDSHIRE ARCHIVES

Registered Charity No. 519223

### DATA PROTECTION POLICY

#### Approval

The FHA Data Protection Policy was approved at the AGM on 25 May 2018.

#### Introduction

This statement of policy has been prepared in compliance with the General Data Protection Regulation (GDPR) promulgated by the Office of the Information Commissioner (ICO) to take effect from 25th May 2018. The GDPR replaces the Data Protection Act 1998.

The GDPR strengthens the rules governing the retention and use of personal data and requires organisations to be more accountable and open. It is important that all members of the FHA Committee are aware of our Data Protection Policy and that all Members of the FHA understand and consent to our retention and use of their personal information.

#### Information Held

The FHA maintains a membership list comprising names and addresses as a minimum, and where these are also supplied telephone numbers and email addresses. There will only be one authoritative membership list at any one time, held on the personal computer of the Hon. Membership Secretary. Individual membership of the FHA is not open to children.

A copy of this membership list will be supplied, either by email or in hard copy, to the Chairman and Hon. Treasurer for their respective use. Under no circumstances may any membership list or personal data, whether current or superseded, be supplied to or held by anyone else in any format. Superseded membership lists in hard copy are to be shredded or burned.

Individuals' personal information is to be deleted from the list when they cease to become a Member of the FHA. Additionally, where telephone numbers and/or email addresses have been supplied, these will be deleted from the list on request.

## Privacy Notices and Rights

Privacy Notices, including provision for consent or refusal, will be supplied to new Members of the FHA and to existing Members when necessary, eg following a change in the GDPR or the FHA Data Protection Policy. The Privacy Notice will record the personal information to be held and the limitations on how it might be used. It will also confirm data retention periods and individuals' rights, including how to complain to the ICO if there is any problem with how the FHA handles their data. The FHA Privacy Notice is attached at Appendix 1.

With regard to the personal data of Members of the FHA and its use, individuals have the following rights:

- to be informed;
- to access, amendment, rectification or deletion;
- to data portability, electronically or by letter;
- to restrict or prevent data processing;
- to object including exemption from automated decision-making including profiling.

Requests will be answered in full within one month of receipt. No reasonable request will ever be refused or charged for.

## Consent

Individuals' consent to the retention and use of their data will invariably be specific, informed and unambiguous. The FHA Consent Form is attached at Appendix 2.

## Use of Data

The FHA Data Controller will be the Hon. Membership Secretary. He or she will use individuals' data to record their membership, to issue any necessary reminders and to forward the periodical Newsletters. Where an email address has been supplied, subject to consent it will be used to publicise events and activities and may be used for correspondence.

The Hon. Treasurer will use Members' data to record their membership subscriptions and to issue any necessary reminders.

The Hon. Chairman will use individuals' data to monitor membership levels and, subject to consent, for correspondence and/or emails on matters of interest or concern to the FHA as a whole.

Individuals' personal data will be used for no other purposes. Membership information will not ever be used for data processing.

#### Data Breaches

Data will be protected by design and default, under the terms of this Policy. It is unlikely that a breach of personal data will occur but if it does it is to be reported initially to the Hon. Chairman, who will then investigate thoroughly and promptly in consultation with the Hon. Membership Secretary. The results of the investigation are to be reported to the FHA Committee for decision on how best to prevent any recurrence.

In each case, the individual(s) concerned are to be informed.

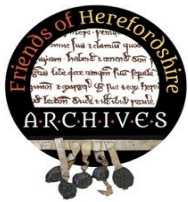
In the event of a breach which could result in a risk to the rights and freedom of any individual, the breach is to be reported to the ICO.

#### Data Protection Officer

The Data Protection Officer for the FHA will be the Hon. Membership Secretary.

#### Appendices:

1. Privacy Notice
2. Consent Form



## DATA PROTECTION PRIVACY NOTICE

The purpose of this Privacy Notice is to inform you of the personal information we hold, the limitations on its use and your rights. The minimum information needed by us for each membership is a name and full postal address. Some members of the Friends also choose to supply us with a telephone number and email address.

You have the following rights in respect of your personal information:

- to be informed;
- to access, amendment, rectification or deletion;
- to data portability, electronically or by letter;
- to restrict or prevent data processing;
- to object including exemption from automated decision-making including profiling.

Requests will be answered in full within one month of receipt. No reasonable request will ever be refused or charged for.

The Hon Membership Secretary of the FHA maintains a membership list comprising names and addresses as a minimum, and where these are also supplied telephone numbers and email addresses. Any questions you may have on data protection should be addressed to him or her in the first instance.

A copy of the membership list will also be held by the Chairman and Hon. Treasurer but by no-one else. Superseded membership lists in hard copy are shredded or burned. Your personal information will be deleted from the list when you cease to be Member of the FHA. If telephone numbers and/or email addresses have been supplied, these will be deleted from the list on request.

The Hon. Membership Secretary uses your personal information to record your membership, to issue any necessary reminders and to forward the periodical Newsletters. Where an email address has been supplied, subject to consent he/she may use it to publicise events and activities and for correspondence. The Hon. Treasurer uses your personal information to record the payment of your membership subscription and to issue any necessary reminders. The Hon. Chairman will use your personal information to monitor membership levels and, subject to consent, for correspondence and/or emails on matters of interest or concern to the FHA as a whole. Individuals' personal data will be used for no other purposes. Membership information will not ever be used for data processing.

The new General Data Protection Regulation which came into force on 25th May 2018 requires us to seek your consent to the retention and use of your personal information. A Consent Form is attached.

It is unlikely that a breach of personal data will occur but if it did, you would be informed promptly and kept informed. If you have any concerns about data protection you should consult the Hon. Membership Secretary or Hon. Chairman.

Complaints may be made directly to the Office of the Information Commissioner either by telephone to 0303 123 1113 or via the ICO website (<https://ico.org.uk>) Live Chat facility which is available Mon-Fri 9am to 5pm.



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## DATA PROTECTION CONSENT FORM

**IT IS IMPORTANT THAT THIS CONSENT FORM IS COMPLETED AND RETURNED TO THE ADDRESS BELOW ALONG WITH YOUR APPLICATION FORM FOR MEMBERSHIP**  
**We need this to be able to keep in touch with you.**

I have received a copy of the FHA Data Protection Privacy Notice.

Consent:

\*\* I consent/do not consent to the use of my postal address for reminders and correspondence.

\*\* I consent/do not consent to the use of my postal address for FHA Newsletters.

\*\* I consent to the use of my email address for reminders, correspondence and for news of events. My email address is: . . . . .

\*\* I do not consent to the use of my email address for reminders, correspondence or for news of events.

Membership:

Individual\*\* Associate\*\* Family\*\* Group\*\* Life\*\* Honorary\*\*

*\*\*delete as appropriate*

Signature  
Initial(s) and Name

Date

Full postal address:

**WHEN COMPLETED THIS CONSENT FORM SHOULD BE RETURNED TO**

The Hon Membership Secretary, FHA,  
c/o HARC, Fir Tree Lane, Rotherwas, Hereford, HR2 6LA.

Thank you