

The Rickmansworth Philatelic Society Data Protection Policy

SCOPE OF THE POLICY

This policy applies to the activities of the Rickmansworth Philatelic Society (hereafter 'the RPS'). The policy sets out the requirements that the RPS has when requesting personal information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation.

WHY THIS POLICY EXISTS

This data protection policy ensures that the RPS:

1. Complies with data protection law and follows good practice.
2. Protects the rights of members.
3. Is open about how it stores and processes members' data.
4. Protects itself from the risks of a data breach.

GENERAL GUIDELINES FOR COMMITTEE MEMBERS AND GROUP ORGANISERS

1. The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the members of the RPS.
2. Data must not be shared informally or outside of the RPS.
3. The RPS will provide information to committee members and group organisers to help them understand their responsibilities when handling personal data.
4. Committee Members and group organisers and anyone else who has access to members' data should keep all data secure, by taking sensible precautions and following the guidelines below.
5. Personal data should not be shared outside of the RPS unless with prior consent and/or for specific and agreed reasons.
6. Member information should be reviewed and consent refreshed periodically.

DATA PROTECTION PRINCIPLES

The General Data Protection Regulation identifies 8 data protection principles.

1. Personal data shall be processed lawfully, fairly and in a transparent manner.
2. Personal data can only be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. The collection of personal data must be adequate, relevant and limited to what is necessary compared to the purpose(s) data is collected for.
4. Personal data held should be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay.
5. Personal data which is kept in a form which permits identification of individuals shall not be kept for longer than is necessary.
6. Personal data must be processed in accordance with the individuals' rights.
7. Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
8. Personal data cannot be transferred to a country or territory outside the European Union unless that country or territory ensures an adequate level of protection for the rights and freedoms of individuals in relation to the processing of personal data.

Lawful, fair and transparent data processing

The RPS requests personal information from potential members and members for the purpose of sending communications about their involvement with the RPS. The forms used to request personal information will contain a privacy statement informing potential members and members as to why the information is being requested and what the information will be used for. Members will be asked to provide consent for their data to be held and a record of this consent along with member information will be securely held. RPS members will

be informed that they can, at any time, remove their consent and will be informed as to who to contact should they wish to do so. Once an RPS member requests not to receive certain communications this will be acted upon promptly and the member will be informed as to when the action has been taken. The use of email or phone to communicate with any member is dependent on having the necessary consent.

Processed for Specified, Explicit and Legitimate Purposes

Members will be informed as to how their information will be used and the Committee of the RPS will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

1. Communicating with members about the RPS's events and activities.
2. Group organisers communicating with their group members about specific group activities.
3. Adding members' details to the direct mailing list for the society newsletter and the society auction catalogue.
4. Communicating with members of the Exchange Packet System, and with Vendors and Bidders in society auctions.
5. Communicating with members about their membership and/or renewal of their membership.
6. Communicating with members about specific issues that may arise during the course of their membership.

The RPS will not send marketing and/or promotional materials to members.

The RPS will ensure that members' information is managed in such a way as to not infringe an individual members rights

Adequate, Relevant and Limited Data Processing

Members of the RPS will only be asked to provide information that is relevant for membership purposes. This may include:

1. Name.
2. Postal address.
3. Email address.
4. Telephone number.

Where additional information may be required, this will be obtained with the specific consent of the member who will be informed as to why this information is required and the purpose for which it will be used for.

There may be occasional instances where a member's data needs to be shared with a third party due to an accident or incident involving statutory authorities. Where it is in the best interests of the member or the RPS, in these instances where the RPS has a substantiated concern, then consent does not have to be sought from the member.

Accuracy of Data and Keeping Data up to Date

The RPS has a responsibility to ensure members' information is kept up to date. Members will be asked to let the membership secretary know if any of their personal information changes.