

THACS
TEWIN HORTICULTURAL ARTS & CRAFTS SOCIETY

DATA PROTECTION POLICY

Purpose

The purpose of this document is specify what personal data we hold about *THACS* members and how it is managed, stored, used and safeguarded.

What personal information do we hold?

The data that *THACS* keeps is the minimum necessary for people to remain active members.

The Membership Records held by the *THACS* committee consist of the name, *contact details* and *record of subscription payments* of every member.

The *contact details* consist of the home postal address, together with any email addresses, home telephone numbers and mobile telephone numbers that the member has provided.

The *record of subscription payments* consist of details of when and how the membership subscriptions are paid but they do not include any bank details. If members supply a completed standing order form to cover their annual membership subscriptions, it is passed on to the bank in question. We do not retain a copy and we do not record the bank details.

Additionally, there are also some photographs. Photographs are taken at the Spring and Autumn Shows and other events and uploaded onto the village website (www.tewinvillage.co.uk) which is accessible to the wider public. It is expected that anyone who does not want to appear on the website would decline to be part of the photograph.

How is it managed, stored and used?

The Membership Records are managed by our Membership Administrator, who stores them electronically in an Excel Spreadsheet. The information is shared with other committee members and trusted helpers, who need access to it for various *THACS* purposes, such as newsletter distribution and event organisation.

The information is only ever used for *THACS* purposes.

Whenever emails are sent by a member of the committee to a group of *THACS* members, it will be done in a way that hides the email addresses of the recipients.

We will not share any members' contact details with a third party without their prior agreement.

How is it safeguarded?

The security of the membership information is important to the *THACS* committee. The spreadsheet of membership records is password-protected. The Membership Administrator assigns the password and will change it periodically. It is only given to committee members and trusted helpers. The password will not be recorded in committee minutes or given out in emails.

The Committee and our trusted helpers are all volunteers, so information will reside on home computer systems. It will thus be subject to normal security arrangements, as would any similar data held on home computer systems for normal social interaction.

How long is it kept for?

Members' personal information will be managed, used and safeguarded for as long as that person is a member of *THACS*. When a member leaves *THACS*, a snap-shot of their current information is preserved as a former member for a maximum of three years, but it is not updated.

Your rights

As a *THACS* member, you have the following rights with regard to your personal information:

- See what information is stored on you
- Change your details, if they are incorrect

If you resign from *THACS*, you have the right to have your information deleted from our records.

Questions

If you have any questions or concerns about this, please contact Ray Keppler, *THACS* Chairman via email (raykeppler@btinternet.com) or telephone (01438 717545).