

Rivelin Valley Conservation Group

General Data Protection Regulation (GDPR) Policy

In order to comply with General Data Protection Regulation (25th May 2018) which protects the rights of individuals with regard to the way an organisation collects, stores, uses and disposes of their personal data, RVCG will adhere to the following policy:-

1) Collection of data

- a. Data collected from members will be name(s), address, telephone number(s) and email address(es).
- b. The data will be used to communicate details of meetings, events and other matters of interest to members and to deliver the RVCG newsletter to members.
- c. Members will be required to consent to their personal data being collected and stored by RVCG. Records of consent will be stored by the Membership Secretary.

2) Storage of data

- a. The data will be stored in the form of electronic spreadsheets and as hard copy.
- b. Copies of the data will be held by the following officers of the group:- Chairman, Membership Secretary and Task Team Leader.
- c. Email addresses will also be stored in the RVCG email account contacts list. Email addresses may also be stored in the email contacts lists of the officers noted above.
- d. All officers of the group will be required to destroy/delete all data that they hold on leaving office. This will be recorded in the minutes of the group.
- e. Other members of the committee may have access to the data as and when appropriate.
- f. In order to hand deliver the newsletter, deliverers are given names and addresses for their delivery round.

3) Data will not be shared with any third parties unless required by law.

4) The data will be stored until members leave RVCG or fail to renew their membership, when their data will be destroyed/deleted. This will be recorded in the minutes of the group.

5) Members will have the right to have access to their data, to have their data corrected and to have their data erased, at any time.

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