



## Yeovil Archaeological & Local History Society

### DATA PROTECTION POLICY

#### **Purpose**

The Yeovil Archaeological and Local History Society keeps members' names, postal and E-mail addresses and telephone numbers in order to manage the Society's affairs. The data is used to organize events, distribute publications and maintain the accounts.

#### **Privacy**

The Society will never share members' details with any outside organization or individual and will make every endeavour to keep that data safe.

#### **Management**

The data the Society holds consists of names, postal addresses, E-mail addresses, telephone numbers and subscription details. This information is held only with written consent. Since membership of the Society is dependant on payment of an annual subscription, the data will only used, and members will only be contacted, whilst they are current members.

The details held are available to a restricted number of Officers:

- |                   |   |  |
|-------------------|---|--|
| Treasurer         | – | all details                                      |
| Vice Chairman     | – | E-mail addresses,                                |
| Editor            | – | postal addresses,                                |
| Events Organisers | – | names and contact details supplied when booking. |

E-mail addresses will be hidden when messages are circulated to more than one member.

#### **Procedures**

The Society requires that members give written consent for their details to be held and used in accordance with the purposes set out in this Policy.

Members may opt out of being contacted at any time, by alerting the Hon. Treasurer of their decision.

Members are asked to report any breach of this Policy to the Hon. Treasurer.

The Data Protection Policy and any updates shall be approved by an Annual General Meeting.

#### **Approval**

This Policy was approved by the Annual General Meeting on 4<sup>th</sup> May 2018.