

**The Goring & Ilex Conservation Group**  
**Policy Statement regarding the General Data Protection Regulations**

The Group remains exempt from registration since it is non-profit making and, the processing of personal information is purely for the purposes of:-

- Establishing or maintaining membership and
- Administering activities for either the members or those who have regular (though not necessarily frequent) contact with the Group.

Even though exempt, the Group needs to comply with the data protection principles of good practice. thus for the Group these are:-

1. Information is processed fairly and lawfully
2. Is obtained for a lawful purpose
3. Is adequate, relevant and not excessive
4. Is accurate and kept up to date
5. Is not kept longer than is necessary
6. Is processed according to the rights of individuals
7. That measures are taken against unauthorised access and accidental loss
8. is held in the UK

And since the General Data Protection Regulations came into force on 25th May 2018, this statement documents the procedures of the Group in relation to the personal information processed.

## Membership Information

A full membership listing is maintained by the Membership Secretary at his home address, and is maintained securely.

This list is sub-divided by road name, and each road name is allocated a code

Within each list is reflected the house ( or flat ) number and alongside the members name and the monetary amount received from the member for their membership subscription and any donation.

The membership details covering the previous two years are shown for reference

The individual collectors receive only those lists which apply to the areas they will be collecting from. When the annual newsletter of the Group is delivered the existing member or potential new member is invited to pay the individual collector their membership subscription and are then given a membership card. The collectors manually update the lists accordingly, and pass these to the Membership Secretary, together with the monies collected.

The annual newsletter contains a " tear-off " slip enabling the individual member to supply their name, address and membership monies. This slip can be delivered at the Annual General Meeting or dropped through the letterbox of one of the named collectors. These late returns are detailed separately by the Membership Secretary.

The individual collectors are notified by e-mail of late returns to ensure they do not contact members who have already paid. This information was previously the name of the member and address, but in future will be the property number and road reference only.

The full membership listing is updated accordingly by the Membership Secretary and is available for review by all members of the Committee

The membership cards issued and those remaining for future use is controlled by the Membership Secretary.

Membership records are held for the current year plus the previous four years. Older records are destroyed by burning the paper copies, and by deleting the computer files.

## Raise Awareness

All Committee Members are to be aware of the new General Data Protection Rules. How we receive information from the members and, others who contact us, and how we keep their information safe.

## Personal Data

Regarding each member, this is their name, address and, if supplied, their telephone number and/or e-mail address. This information is used to compile a membership listing

This information is held securely by the Membership Secretary at his home address.

Apart from the individual collectors ( who have access only to a portion of the membership listing ) the Committee members would have full access upon request to the Membership Secretary

The membership information is held for the current year plus the previous four years. Older information is safely destroyed.

Should any member contact us to request details of their information that we hold, then this can be provided.

## Security

Each Committee member should continually assess their security of membership and other Group information. They should ensure that their own computers etc., are encrypted, or have adequate firewalls.

Should any Committee Member experience a safety breach of membership or other personal information relating to the Group they should promptly alert the Chairman who will take advice and then consider whether any action is required.

Each Committee member, who holds personal data relating to members, or others who have contact with the Group, should only keep the information for as long as is necessary.

This policy statement was updated on the 12th September 2018

Lorraine Giles

Treasurer