1. **Shanklin & District History Society Policy Statement with respect to the General Data Protection Regulation 2018**

Shanklin & District History Society is a non-profit organisation run by and on behalf of its members in accordance with its constitution. The Society is exempt from registering as a Data Controller with the Information Commissioner's Office because it only processes information necessary to establish or maintain membership or support, to provide or administer activities for people who are members of the organisation or have regular contact with it, does not share the information with other people or organisations, and only keeps the information while the individual is a member or supporter or as long as necessary for Society administration.

The Society maintains records pertaining to its Members comprising Members' names, home addresses, email addresses, telephone numbers and subscription payments. None of this information is divulged to other Members without express permission of the Member concerned.

The Treasurer would normally be the primary processor of the information but from time to time other designated Society Officers (as agreed upon by the management committee) may undertake tasks to enable the proper running of the society. The other designated Society Officers who have access to this information, and may undertake tasks under controlled processes are: the Chair, Secretary, Newsletter Editor, Data Protection Officer and Archivist.

No personal information is divulged to any other organisation for any purpose whatsoever. Members' details are held on one or more computers. These belong to the designated Society Officers carrying out the necessary duties or tasks as described. Any computer used will be password protected and have installed up to date anti-virus software. The computer when not in use will be kept within a secure environment. A back up copy may be retained on a memory device (e.g. memory stick) by one of the designated Society Officers and held in a secure environment. In the event of failure of the primary device, the data may be transferred (via the back-up device or email) to be used by one of the designated Society Officers until such time as it can be reinstated.

2. **Shanklin & District History Society Personal Information Statement**

The term Contact Details is used here to mean your postal address, email address and telephone number.

The information we collect about you
We only collect basic information from you to establish you as a member. This will be your name and Contact Details. This information is taken from your membership application form each year (or your written instructions). We will record that you have paid your subscription.

We do not collect information about you, or anyone else, from your use of our website.

Any information collected remains confidential until it is securely destroyed when no longer needed.

How we use your information
We use your information to identify you, to create and manage your membership account, to communicate with you by your Contact Details to advertise our meetings and other events and to send you our Newsletter. We may also endeavour to contact you using your Contact Details in the event of a cancellation or change to a meeting.

How we share your information
Information will not be shared with any person or organisation outside the Society without your consent.

Giving or changing your consent for us to use your information
You must give us consent to use your information and a box is provided for this purpose on the membership form. You may change or withdraw this consent at any time by contacting the Treasurer (or any committee member, who will accept details and pass them on). Contact details are on our website or in our newsletters.

How to review the information held by us
Should you wish to check what information we hold about you or amend any errors, please submit a request to the Treasurer, or any other member of the committee, by email or in writing. The law requires us to provide you with this information and to rectify any errors within one month. We would aim to be faster than this.