



AYLSHAM LOCAL HISTORY SOCIETY

Chairman: Geoff Sadler

Website: <https://aylshamhistory.org/>

DATA PROTECTION POLICY

Introduction

The Aylsham Local History Society (ALHS) holds certain personal data about individuals for the purpose of maintaining the administration of its activities. The ALHS Committee recognise the importance of correct and lawful treatment of personal data.

The type of personal data that ALHS may require includes name, address, telephone number, email address for members, contacts for organisations, and others who work with ALHS, eg lecturers, photographers, contractors, researchers. This personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the relevant legislation.

The ALHS Committee fully endorse and adhere to the six principles of the General Data Protection Regulations (GDPR) and expect members to do likewise. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation, and storage of personal data.

Principles

The principles require that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or

organisational measures.

The controllers shall be responsible for, and be able to demonstrate, compliance with the principles.

Satisfaction of principles

To meet the requirements of the principles, the ALHS Committee will:

- Observe fully the conditions regarding the fair collection and use of personal data;
- Meet its obligations to specify the purposes for which personal data is used;
- Collect and process appropriate personal data only to the extent that it is needed to fulfil operational or any legal requirements;
- Ensure the quality of personal data used;
- Apply checks to determine the length of time personal data is held;
- Ensure that the rights of individuals about whom the personal data is held, can be fully exercised under the Act;
- Take the appropriate technical and organisational security measures to safeguard personal data;
- And ensure that personal data is not transferred abroad without suitable safeguards.
- Delete all details of individuals when they cease to be members of ALHS.

The ALHS Committee will appoint a Data Protection Officer who:

- Will assist the Committee to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority.
- Must be independent, an expert in data protection, adequately resourced, and report to the highest management level.
- Can be an existing employee or externally appointed.
- Look after several other organisations.
- Can help the Directors demonstrate compliance and are part of the enhanced focus on accountability.

Designated Data Controllers

The ALHS Committee are responsible for ensuring compliance with the GDPR and implementation of this policy. The contact details for the Committee members are on the membership card, reissued annually.

Status of this policy

This policy has been approved by the ALHS Committee and any breach will be taken seriously. Any person, including members, who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with a member of the ALHS Committee.

Access

All individuals who are the subject of personal data held by ALHS are entitled to:

- Ask what information ALHS holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what ALHS is doing to comply with its obligations under GDPR.

Rights of Individuals

GDPR includes the right to have inaccurate data corrected (rectification) and to have data erased (to be forgotten).

Privacy Notices

The GDPR requires that information relating to how you are processing individuals' data must be provided to individuals at the time of collection of the personal data. The notice must be concise, transparent, intelligible and easily accessible and be free of charge.

Where data is processed and held in relation to children, the GDPR requires that privacy notices are written in a clear, plain way that a child can understand.

Data Security

The ALHS Committee will ensure that data is kept securely meaning that precautions will be taken against physical loss or damage, and that both access and disclosure are restricted.

Use of data

Data collected by ALHS may be used for administrative purposes and to enable effective communication with members.

Approved by Aylsham Local History Society Committee meeting on 11 November 2021.

Chair: Geoff Sadler

Next review date: November 2022