



## Stonehouse History Group (SHG) Draft Data Processing Policy



In order to protect the personal data given by members, SHG follows this policy on the collection and use of members' data.

When a person joins SHG, we request the following information on a membership form.

Name  
Address  
Email address  
Telephone number

Members need only give their name. Other information is optional.

Members will be asked to tick a box on the form if they consent to their data being used for the purposes detailed in this Policy. There will be separate boxes for email, telephone and post. Members will be emailed a copy of the Privacy Notice or given a paper copy.

Should an individual not wish to join SHG but wishes to be on the mailing list, they must give their express permission to be contacted by email. An email will be sent to all contacts on the mailing list asking for a reply to this effect. If permission is not received then the individual's details will be deleted from the mailing list.

If consent is given it will be deemed to continue until the member requests data not to be used or to be deleted. If consent is given members will be included on the SHG emailing list for all notices. If consent is not given no notices will be emailed. Occasionally, a member may be contacted by telephone, if consent is given.

Only one membership form needs to be completed. In subsequent years, if a subscription is paid it will be deemed as renewing membership. Only in cases where members wish to update their details will it be necessary to complete a new form.

The information will be held by the committee. We will notify members immediately if there has been a data protection breach.

SHG will remove all or part of the information held at the request of the member.

The information will not be released to any other person without the permission of the member concerned. SHG will always contact the member first for permission to pass on contact details.

The information will be used to:

- Record the paid up members belonging to SHG.
- Record all people who have requested to be on the SHG mailing list.
- Contact members about information relevant to the Group's activities.
- Send notifications of SHG events and other events relevant to local history.

Notices sent out via email will normally be sent out BCC (Blind Carbon Copy) so that other recipients cannot see everyone's email details.

Policy agreed at SHG AGM May 2018.



## Stonehouse History Group Privacy Notice



Stonehouse History Group (SHG) is subject to data protection regulations under UK law, which control the use of personal data.

SHG will –

- Comply with the data protection laws of the UK.
- Only collect personal data (name, address, email address and telephone number) for the purpose of the administration of SHG and its activities.
- Only contact an individual by email, telephone or post if they have given their express permission for us to do so. An individual can withdraw that permission at any time by contacting SHG.
- Look after the data and notify members immediately if there has been a data breach.
- Allow an individual to see the data held about them, and, if necessary, amend or delete all or part of the data.
- Review data regularly, and when no longer needed for the administration of SHG, delete and destroy it carefully so that it cannot be accessed in future.
- Not pass the data to a third party without an individual's explicit consent to do so.

A copy of SHG's Data Processing Policy may be seen on our website.  
[www.stonehousehistorygroup.org.uk](http://www.stonehousehistorygroup.org.uk)

Any queries relating to SHG's Data Processing Policy should be directed to the SHG Committee via the Chairman.

This policy was agreed at an SHG Committee meeting on 19<sup>th</sup> March 2018.



## Stonehouse History Group Membership and Consent Form

The Annual Membership fee is £5 and runs from 1<sup>st</sup> May to 30<sup>th</sup> April.  
Please complete this form and either:

- Hand it in at a meeting with your subscription.  
or
- Post it to the secretary with a cheque payable to Stonehouse History Group.  
Mrs V Walker 1, Glenthorne Close, Stonehouse GL10 2EF

You need only give your name. Please print clearly. Other information is optional.

Name	
Address	
Email	
Phone	

The information will be used to:

- Record the paid up members belonging to SHG.
- Contact members about information relevant to the Group's activities.
- Send notifications of SHG events and other events relevant to local history.

### Consent for use of data

We need your consent to contact you for the purposes set out above.

Please give your consent to receive communications from SHG by ticking the relevant boxes below. N.B. communication from SHG will normally be via email. Other methods will only be used rarely.

Email       Telephone       Post

Your signature.....

Date.....

Subscription paid

2018	2019	2020	2021	2022
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