



## Stonehouse History Group (SHG) 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 the SHG AGM May 2018.