

# Data Protection Policy for the Victoria and Albert Halls (Ballater) Trust

## Purpose of this policy:

The new General Data Protection Regulation (GDPR) comes into force on 25<sup>th</sup> May 2018. This policy explains the process of holding personal data on members, how, why and for how long the Trust will use that data and if it is shared.

## PERSONAL DATA HELD ON MEMBERS

The registration, withdrawal, transfer, re-registration and expulsion process for members is set out in the Victoria and Albert Halls (Ballater) Trust constitution.

When registering or renewing membership, for individuals and other members of a household, 16 years or over, the following personal information is requested on the membership registration form:

- Contact details including name, address, phone number and email address
- Date of Registration

Consent for use of members' personal data is given by signing the membership registration form.

## USE OF PERSONAL INFORMATION

### This information is collected:

- to enable communication with the membership concerning developments at the Halls;
- to organise activities and fund raising;
- to send newsletters, posters and other information to members to maintain awareness of the activities of the Trust;
- to demonstrate what proportion of the community the membership of the Trust represents for the purposes of OSCR and funding organisations;
- to meet the legal obligations relating to compliance with the General Data Protection Regulation 2018.

## SHARING PERSONAL INFORMATION

The information provided on the membership registration forms is held in compliance with the General Data Protection Regulations 2018 and the Trust's Data Protection Policy and will be for the sole use of the Victoria and Albert Halls (Ballater) Trust and will not be provided to any third party.

### **PROTECTION OF PERSONAL INFORMATION**

The hard copies of the membership registration forms are held in secure storage by the Membership Convenor.

A password protected electronic membership list on a spreadsheet is held by the Membership Convenor for the purpose of keeping the membership register up to date, and by the Administration Secretary for the purpose of communication.

All previous and existing electronic membership lists held by Trustees have been deleted.

Copies of this list can be requested for use by other Trustees on the basis of a clear explanation of the purpose for which it is to be used. After such use the copy of the membership list will be deleted immediately.

The Chair of the Trust should be made aware of any breach of these requirements and take appropriate action.

### **HOW LONG PERSONAL INFORMATION WILL BE KEPT**

Personal information will be kept for as long as necessary to provide communication with members. Personal information can be amended, corrected or deleted on request by a member at any time.

Members who may be dissatisfied have the right to raise a complaint with the Information Commissioners Office at [www.ico.org.co.uk](http://www.ico.org.co.uk)

The Trustee responsible for Governance will deal with Data Protection compliance.

This policy was agreed by the Trustees on 24 April 2018.