

Regional Furniture Society Data Protection and Privacy Policy

Introduction

The Regional Furniture Society (RFS) has introduced this policy to comply with the General Data Protection Regulation which came into effect on 28 May 2018. RFS is a charitable membership organisation that provides services to members who have willingly supplied their personal details in order to become a member and receive the benefits of membership. RFS does not engage in targeted fund raising or marketing activities. RFS's prime obligation under the Regulation is to safeguard that personal data and keep it up to date and to inform members of its policy and procedures.

What Data is held, for what period and for what reasons

RFS will only hold the following data on members: name; address; email address (if possible); subscription payment record; gift aid adoption; payment method. These details will be held for the duration of an individual's membership and for two further years to facilitate a former member rejoining the Society.

RFS can also retain basic personal details beyond two years solely to place them in its archive, provided this is demonstrably in the public interest. This would only be done as part of recording the Society's history.

RFS will take steps to ensure that the data is accurate and up to date.

RFS will hold the above-mentioned data to be able to manage the collection of membership subscriptions, maintain membership records and to notify members about RFS events and activities.

It will provide the data to the publisher of the RFS Journal and Newsletter for the sole purpose of distribution of these publications. This data will only be transferred under a 'written processor contract' with the publisher to ensure they comply with our policy on use and security: i.e. use it once only for the distribution of RFS publications.

RFS does not engage in regular fund raising using external agencies. It may, however, advise all members of opportunities to support memorial funds or special projects. It will not target individual members.

Data Security

RFS will ensure the data is held securely either in a paper record in a secure cabinet or on one personal computer that has proper password access limited to the data controller.

When people other than the Membership Secretary or Events Organiser want to access the data, they must demonstrate that it is solely for normal RFS activities; having used it, they must destroy the data or return it to the Membership Secretary.

Data Protection Procedures

The Membership Secretary is the 'data controller' under the Regulation and will be responsible for ensuring existing and future members are aware of this policy. The policy will be available on the Society's website at www.regionalfurnituresociety.org

The Membership Secretary will contact existing members by email where it is available or by post, drawing attention to any new or revised Policy and the Society's commitments. New members will be informed as part of joining procedures. Membership renewal procedures will also remind members of the need to keep their data up to date.

If personal information is provided to someone other than the Events Organiser (and only then for a legitimate purpose) the Membership Secretary must ensure it is returned or destroyed after use.

The Membership Secretary will observe the security standards set out above, and report any threat or breach to the Council.

Any infringement must be reported to the Information Commission Office by the Secretary.

Any queries from members on the holding of their data should be addressed to the Membership Secretary who should also be informed of any changes in personal details.

May 2018