

## Data Protection Privacy Policy

### 1. Introduction

Local societies are required to have a policy explaining why the personal information relating to members or associates is collected and how it is stored. The purpose of this policy is to comply with the Data Protection Acts.

### 2. Why do we collect and hold your personal data

- To communicate information relating to meetings and related matters
- To maintain a register of "Friends" of NVAT.

### 3. What information does NVAT hold?

- Names, Postal and Email addresses and Telephone Numbers, where this information is supplied by the individual concerned, whether they be members, associates or parties with whom NVAT has dealings.

### 4. Who uses this data?

- Data are held by the Hon. Secretary and the keeper of the "Friends" register
- The data processors are the Hon. Officers of NVAT for the time being (Chairman, Treasurer and Secretary) and the keeper of the "Friends" register.

### 5. Where is this information stored?

- On electronic and paper records held by the Hon. Officers and the keeper of the "Friends" register. The data are held in confidence and may not be shared with third parties without the consent of the individual to which the data relate.

### 6. Extent of Data

- Electronic spread sheets or tables containing the information in (3) above.
- Emails and correspondence.
- Photographs of individuals whether in printed form or disseminated on Websites or Social Media.

### 7. Consent for data collection and storage

- All current Trustees of NVAT and members of NVAT committees have supplied their information freely (under (3) above) and *are deemed to have consented to its storage unless they object in writing.*
- All future members will be provided with a copy of this policy
- This policy will appear on any Website maintained by the NVAT.

**8. Retention of Personal Information**

- Members personal information will be stored as long as they remain Members.
- Members, associates and friends who leave or end their relationship with the NVAT can ask for their personal information to be removed from all of the NVAT's regular communications.
- Other records will be kept only for as long as it is necessary for archival purposes.

**9. Rights of Individuals**

- **The GDPR extends the following rights to individuals:**
  - The right of access
  - The right to rectification
  - The right to erasure
  - The right to restrict processing
  - The right to object
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All of these rights can be exercised by notification to an Hon. Officer or to the keeper of the "Friends" register.

**10. Further Information**

Can be obtained from the official Website

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

**NVAT 22nd May, 2018**

**CHARITY REGISTRATION NUMBER 291811**