

# **North East Labour History Society**

## **Data Control Policy**

V3, 19 May 2018

The North East Labour History Society (the Society) handles three types of personal data:

Membership records  
Bank details for standing orders  
Email mailing list

This policy sets out how we control this data, what personal data we hold, what we use it for and who controls it (the Data Controllers).

### **1 How We Control Data**

1. Each type of personal data is the responsibility of the officers of the Society identified below.
2. Personal data held by the Society must not be distributed beyond the officers of the Society (i.e. the Committee).
3. Personal data held by the Society must not be passed to other organisations.
4. Personal data must only be used for the purposes specified in this policy.
5. Personal data may only be distributed among officers of the Society for the purposes specified in this policy.
6. A permanent copy of any personal data will only be held by the responsible officer or officers. Any other officer (committee member) who has need of that information will delete it as soon as that need has passed.
7. The Society will permanently delete all information relating to a person if that person requests that this be done.

In addition, as a one-off exercise, the Society has decided to send every person about whom it holds data an email or letter offering to permanently delete their personal information from the Society's records.

## **2 The Data We Hold**

### **2.1 Membership Records**

- *Data Held:* name, address, postcode, email address, annual subscription due date, method of payment (cheque, standing order, bank transfer), and in a few instances, telephone number.
- *Uses for the records:* to distribute the Society's Journal (North East History) and manage our annual subscriptions.
- *Data Controllers:* These records are exchanged between the Society's Membership Secretary, Treasurer and Secretary. This is done to improve the accuracy of the records and to enable officers of the Society to manage members' subscriptions. We do not pass membership records to other organisations.

### **2.2 Bank Details for Standing Orders**

- *Data held:* account holder's name, bank, branch, account number and sort code. These are received by the Treasurer who forwards them to the Society's bank.
- *Uses for the records:* we use this information for to set up standing orders to pay for membership of the Society.
- *Data Controller:* This information remains with the Treasurer alone. It is not passed to any other officer of the Society. It is passed to the Society's bank, but not to any other organisation.

### **2.3 Mailing list.**

- *Data held:* email address of Society members and other people who have asked to be kept in touch with the Society and its interests. Unless the address on the list belongs to a member (and therefore covered by membership records above) these addresses are not associated with any other information.
- *Uses for the records:* these addresses are used to inform people of matters of interest to the society, including, but not limited to events that are held by the Society and other organisations. These addresses are not passed to any other organisation.
- *Data Controller:* The Secretary of the Society.