

# North Craven Heritage Trust

## Data Protection Policy 2018

[This policy has been produced to comply with the General Data Protection Regulation (“GDPR”) that was applied in the UK from 25 May 2018 replacing the Data Protection Act 1998 (“DPA”).]

1. Personal data (name, address, telephone number, email address, emergency contact and gift aid status) supplied by the member is stored electronically and in paper form and will be kept securely for the purposes of administration of the North Craven Heritage Trust and will not be shared with any other person or organisation except for:-
  - a) The purposes of distribution of the Newsletter and Journal issued to members by the Trust. Only the member’s name and address is shared for this purpose; members not wishing to receive the Newsletter or Journal must inform the Membership Secretary;
  - b) Information required by HMRC for Gift Aid claim purposes.
2. The following members of the committee may have access to the data for administrative purposes of the North Craven Heritage Trust only: -

Chair, Treasurer, Secretary, Membership Administrator, Events Organiser and Software Administrator. Other members of the committee may be permitted, on a strictly need to know basis, to have access to the information.
3. The Secretary must get the written consent, by letter or email, of committee members for their contact details to be available to the public through the website.
4. Personal data will be kept for seven years to comply with HMRC requirements even if individuals cease to be members. With the best endeavours of the Officers of the Committee, personal data will be removed from the records if not required for this purpose or at the request of a lapsed member.
5. A member can only have the contact information of another member if that member agrees to share their information.
6. Computers and digital storage devices used for North Craven Heritage Trust personal data storage must have security measures in place to avoid unauthorised access or loss of data, e.g. password to access the computer or specific data.
7. Any security breach that may result in confidential personal information being accessed illegally (eg loss or theft of a computer or storage device) must be reported to North Craven Heritage Trust and their advice sought.

May 2018