

LSAPS Policy re the European Union General Data Protection Regulations (GDPR)

In order to comply with the above regulations we are required to inform members what personal data is collected, for what purpose and explain how we will manage data. The principles of the General Data Protection Regulations are:

1. The data controller (Membership Secretary) may only collect personal data relevant for lawful purposes, and where the data is sufficient and adequate, not excessive, and is kept accurate and up to date.
1. Personal data must be destroyed when it is no longer relevant or required.
2. The data controller must keep personal data secure, but also available for the relevant purposes.
3. The data controller must respect the rights of data subjects, including the right of access.

Data collected by LSAPS from members:

On joining, members provide the Membership Secretary with the following data.

1. Name
2. Email address
3. Telephone number (mobile and / or home)
4. Home address

All of the above data is retained by the Membership Secretary. Details of the members of the Society, including data referred to in items 2 and 3 above are provided to Council Members. If a Council member then circulates information to all members by email, the sender should place the circulation list in the 'Bcc' section of the email header, and not in the 'To' section. The above data is collected for the following reasons:

1. To compile a members list so we know who our members are and we can facilitate submissions of members' images to Inter-Club, Federation and PAGB events.
2. We can send our weekly Newsletter and also any urgent messages relating to the Society to members.
3. We have contact details in case of a personal emergency
4. The Society may also need to know about members in the recent past, about potential members and about contacts within other organisations. There will also be retained historical records eg, programmes, catalogues and award winners.

Members are asked for their consent to use the data for the business of the society.

Electronic Marketing

The Society will not make membership contact information available for electronic marketing. The Society will refuse any request to cascade marketing material to members by electronic messages

Rights of Access by Members

Members are entitled to access their personal data held by a data controller. The data subject does not have to give a reason for the request, and the few exemptions are unlikely to apply. GDPR includes the right to have personal data erased.

Deletion of Data Relating to Past Members

Enrolment takes place in September of each year, although some members do not join until later the same year due to personal commitments. Where a previous member fails to enrol, the Membership Secretary will delete the details of the past member by the end of December in the same year. Council members must delete previous membership lists when a new one is circulated by the Membership Secretary.