

Thurstonland Village Association (TVA)

Data Protection Procedures

Introduction

This document outlines the processes and procedures that surround the TVA's storage and use of personal information, in line with the requirements of the GDPR (May 25th 2018). The contents of this document will be agreed by the TVA Committee and can be made available to any member of the TVA on their request to the TVA Communication Officer'

The Data Protection procedures are the responsibility of the Communication Officer and the relevant security information are held and maintained by them.

Personal Information Stores

Currently, the TVA maintains personal information on its eligible Members, Committee and Associates in two formats, paper and electronic. This information is used purely for TVA communications with members. No contact information is shared with any other body outside the TVA

It is noted that anyone residing in the Village is automatically deemed to be a member of the TVA but are only contacted if they have provided basic details in the form of an email address and given permission to the Association for it to be used for communication purposes. The contents and storage of each format is detailed below.

Paper Records

When a member or adopted person is elected or added to the TVA Committee at an AGM or at any other time they are asked to provide their name and basic contact information, including address, telephone number and email address to allow the Chair, Secretary, or Communications Officer to contact them regarding meetings etc. If they are willing to do this, they then enter their details onto a paper record which is kept by the TVA Chair, Secretary or Communications Officer as a record of their information and consent for its use. No other information is recorded on this paper record.

Electronic Records

Once a person(s) have become members of the TVA, some of their personal contact information is copied into an electronic record and is held by the Communications Officer of the TVA and the person maintaining the TVA's website. The only data that is entered into this database is name, telephone & email address. The data is used here purely for TVA email communications distributed from time to time by the Communications Officer.

All communications from the TVA are done strictly through blind copying so addresses are not shared with others. The electronic records are stored password protected, known only to the Communications Officer.

Consent & Individual Rights

This section defines the procedures for gaining and maintaining consent to storage and use of the above personal information.

Consent

As was mentioned above, initial consent to the storage and use of personal email information, and address details if they become Committee Members, is given when a member first joins and consent is confirmed by their oral or written recording of their information. The paper records are stored by the Information Officer in the TVA's records and only accessed for an address if postal contact is required rather than email.

No additional personal information is gathered and the electronic record is merely a subset of the paper record.

While an active member of the TVA, an individual is assumed to be providing ongoing consent for storage and use of their information as detailed in this document. When they inform the Information Officer that they wish to leave the TVA they are asked whether they wish to remain on the TVA's communications list. If so their records will be retained by the Communication Officer

Access

Any TVA member, Committee Member or Associate past or present, has the right to see the relevant paper and/or electronic record of their information by request to the Information Officer. This will be shown at a mutually agreed time between the member and the Information Officer.

Updates

Should a TVA member, Committee Member or Associate's personal information change, then once this is brought to the notice of the Information Officer, the Electronic record is updated. Only if the personal address of a Committee member, which is only stored on the Paper record, has changed will they be asked to re-enter their personal information on the records. At this time, the previous personal information will be deleted from the Paper record and any other changes in their personal information reflected through to the Electronic records, overwriting the previously held information.

Removal

Should a TVA member, Committee Member or Associate past or present, ask for the removal of their information from TVA records this will be done immediately from the Electronic and Paper records, which will result in their removal from any TVA communications. Only if specifically requested will the Paper record be destroyed as detailed below under Data Retention.

Data Retention Policy

This section describes the retention policies for personal information stored by the TVA in both paper and electronic formats.

Paper Records

The paper records storing a Member, Committee Member or Associate's written contact details will be stored in the TVA's archive permanently unless the individual has specifically asked for it to be removed, in which case it will be deleted from the archived record within 1 month of the request being received. As has already been discussed no previous versions of contact information will be stored as updates will result in the deletion of previous archived records within 1 month.

Electronic Records

Electronic records are permanently maintained while the individual remains a TVA member and if they give their consent to records remaining on file, through a handwritten or email message on leaving the TVA.

Once a member has left the TVA and expressed their desire to be removed from records, their contact details removed within one month of the request. Typically they will not receive further TVA communications during this period.

100 Club

A list of members together with their telephone numbers and a record of payments are kept by the person administering the 100 CLUB. No other data will be kept.

Data in the form of an electronic record and a paper record, both of which will be used purely to communicate with members in respect of their membership renewal. If anyone ceases to be a member their details will be immediately deleted. A paper record may be kept of ex-members telephone numbers unless a verbal or written request is received for it to be removed.

Safe Keeping

The electronic records are kept up to date and password protected. There is only one complete paper record which is stored safely.

A separate copy containing only membership numbers and names will be taken to monthly TVA meetings when a draw is to take place. The draw is made by an independent observer and the winner's name is circulated by email.