



RHC data protection policy

All personal data held by Radley History Club are used **only for Club purposes**.

Members' contact details are used to:

- keep members up-to-date with Club matters
- disseminate information of potential interest to members

Meeting attendance records are used to:

- provide a list should it be necessary to evacuate the hall in the event of a fire
- provide information to the committee on how well meetings are attended

What personal data does RHC hold?

- Name, address, phone number, email address (if applicable) of members
- Record of subscription payments for a particular year
- Record of attendance at speaker meetings

How is this data obtained?

- Completed membership application form
- Signing in sheet at speaker meetings
- Membership secretary's record of subscription payments

Where is it held?

- Members' contact details and subscription payment: Excel spreadsheet on membership secretary's computer
- Signing in sheets from speaker meetings (in folder held by membership secretary)
- Excel spreadsheet of record of attendance at speaker meetings (based on signing in sheets) held on membership secretary's computer

Who is it shared with?

- Committee members: spreadsheet with contact details of all members
- Membership card: contact details (phone and email) of chairman, vice-chairman, treasurer, programme secretary, publicity officer and phone of committee secretary
- RHC website: contact details (phone and email) of chairman, vice-chairman, treasurer, programme secretary and publicity officer

What is the data used for?

Contact details

- Reminding members of the date of the next speaker meeting and the speaker/talk.
- Sending members reminders of other events organised by RHC.
- Alerting members to a change to the advertised programme, and the last minute cancellation or change in timing or location of a meeting or another event.
- Contacting members to ask for help with Club activities.

- Circulating members with newsletters from organisations of which is RHC is a member (British Local History Association, Oxfordshire Local History Association and Oxfordshire Buildings Record).
- Circulating members with newsletters and notices of meeting of potential interest received to members that RHC receives from other similar local history organisations (e.g. Vale Branch of Berkshire Family History Society, Abingdon Area Archaeological and Historical Society).
- Informing members of the death of a long-standing and well-known member (and details of their funeral).

The membership secretary is responsible for all bulk dissemination of information to members by email. This is done using blind copy (i.e. no other member can see the email address of the addressee).

Meeting attendance records

Collation and analysis of the meeting attendance records is carried out by the membership secretary to generate a summary of the number of members and guests at each speaker meeting. This allows comparisons between the different months in a season and between years to be made. The results of this analysis are presented to the committee as part of regular updates on membership.

How can a member find out what information is held on them?

- By contacting the membership secretary

How can a member request information held on them is removed?

- By contacting the membership secretary

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