



Security, Privacy and Data Use Policy 2018

1. Introduction

This policy outlines the way in which the Goddard Association of Europe (GAE) safeguards and uses its members' personal data, in compliance with the General Data Protection Regulations 2018 (GDPR), as defined in sections **2**, **3** & **4** below.

The personal data held by the Association consists of each member's name, title, postal, plus email address and telephone number. It is provided by members on joining the Association to enable communication between the Association and its members. Members consent to this use on signing the Application for Membership Form. Personal data is stored together with a membership number, membership subscription, dates of payment and renewal date.

2. The Association's responsibilities for safeguarding personal data

The GDPR defines three individuals viz. Registrar, Data Controller and Data Processor, who are given responsibility for different aspects of the safeguarding of personal data. The Association allocates two of these responsibilities to its existing post holders, as follows:

2.1 Registrar is the GAE Membership Secretary, appointed by and responsible to the Executive Committee.

2.2 Data Controller is appointed by and responsible to the Executive Committee.

2.3 Data Processor is the contracted Internet Service Provider appointed by and responsible to the Webmaster with the approval of the Executive Committee.

3. Individual responsibilities for safeguarding data

3.1 The Data Controller

3.1.1 Regularly audits the data held by the Association and ensures that appropriate processes are documented and carried out, including the archiving and securing of any obsolete data.

3.1.2 Ensures that any decisions to change use of data are properly made and documented through a meeting of the Executive Committee.

3.2 The Membership Secretary

3.2.1 Receives physical data in the form of completed membership application forms.

3.2.2 Enters new members' data into the membership database before destroying the paper forms

3.3 The Webmaster

3.3.1 Appoints an internet service provider (ISP) to enable internet access, email service and data storage space, sufficient to accommodate the Association's systems and data.

3.3.2 Commissions any software required and ensures adequate back up of all data.

3.3.3 The webmaster also installs and manages all digital data supplied by new applicants and existing members.

3.3.4 Is responsible for controlling access to the membership database and other administrative functions. Subject to the approval of the Executive Committee, the only members of the GAE who have access to member data are members of the Executive Committee, to carry out the functions of their executive role.

3.3.5 Is responsible for controlling access to the 'Members Only Area' of the website that contains genealogical information and individual members' surname interests.

3.4 The Treasurer

3.4.1 Keeps all necessary financial records on a password protected computer

3.5 The Internet Service Provider:

3.5.1 Ensures the security of the internet gateway and email server.

3.5.2 Ensures the security of systems and data at all times.

3.5.3 Ensures secure backup of all GAE material.

4. General responsibilities for safeguarding data

Any Executive Committee member given access to GAE personal data, to carry out specific tasks of the GAE, is responsible for adhering to this policy at all times.

5. The Association's use of data

The GDPR defines the way data may be used.

The Goddard Association of Europe (The Association) has a general responsibility for its relationship with its members:

5.1 There is a contractual relationship between members and the GAE whereby members pay an annual subscription to support the aims of association as stated on the website and the Association provides membership benefits i.e. website access, newsletter, research assistance, etc.

5.2 The Association will only use members' data to manage their membership and related benefits.

5.3 The Association will keep records of any payment made by members to the Association for any reason during their membership. Payment records will be archived when membership ends. In these cases, records will be kept for seven years, after membership ends for possible inspection by HMRC.

5.4 The Association will not share members' details in any form with any third party for marketing purposes.

5.5 The Association will not use personal data for any other purpose to what it was collected for, namely, being a member of the GAE and family history research.

5.6 The Association holds only personal data, provided by the member in their application to become a member. These personal details may be updated by the member at any time.

5.7 The Association's 'Security, Privacy and Data Use Policy' is displayed on its website.

5.8 The Association will not use its members' personal data for any purpose other than as described in this Policy.

The Association has a responsibility for the way it communicates with its members:

5.9 The Association uses the personal data provided by its members to communicate with them about their membership and occasionally about GAE's research work.

5.10 The Association sends out membership communications and newsletters by email and by post.

5.11 Individual members may be contacted occasionally by telephone if they have supplied their telephone number to the GAE for that purpose.

5.12 All members will receive the GAE newsletter each quarter and have access to the "Members Only" section of the GAE website. Notification of the Annual General Meeting is given via the newsletter and website noticeboard.

5.13 If a member has supplied an email address, the Association will use this as their preferred method of communication.

5.14 A member's registered email address will be used as their user name for the "Members Only" section of the website.

6. *Members' rights*

Individual members have certain rights under GDPR:

6.1 To enquire what data the Association holds and to check its accuracy.

6.2 To correct any inaccuracy or to change their preferred communication method at any time, either by email or by informing the GAE Membership Secretary, in writing.

6.3 To be informed of any data security breach.

6.4 To withdraw their consent for GAE to hold and process their data, and so terminate their membership, at any time.

Please note that the Association must retain personal data information after termination of membership, for a period of seven years, to meet legal requirements, such as required by HMRC.