

Friends of Stockers Lake
General Data Protection Regulations (GDPR)
Implementation Policy

1. Friends of Stockers Lake (FoSL) collects membership data via a joining form completed by the prospective member either on paper or electronically via the website. Data and amendments to the data already held may be collected on annual membership renewal via a renewal form or email or at any other time via a letter or email to the Honorary Treasurer.
2. The data is collected by the Hon. Treasurer and entered from either the paper or electronic joining form into an electronic spreadsheet. The original documents are kept for no more than 3 years.
3. The data is not copied to or shared with anyone except:
 - a. The Hon Membership Secretary (when that is not the Hon Treasurer)
 - b. The Chair
 - c. HMRC when claiming gift aid. For Gift Aid recovery it is necessary to provide name and address (including post code) to HMRC
4. Data about individual members who have volunteered for tasks such as work parties, guided walks, other events and committee, may be shared with relevant Committee members to allow them to make contact with those volunteers as necessary.
5. When sending out emails where there is more than one recipient we will not make their email addresses visible to other members by addressing the email to ourselves in the "To" line and using the BCC (Blind Carbon Copy) line for other recipients; **not** the CC (Carbon Copy) line.

The Data that is collected and how it is held

1. The data held is Member's:
 - a. name;
 - b. address;
 - c. telephone number (land line and mobile);
 - d. email address;
 - e. gift aid status;
 - f. date joined and date last paid;
 - g. the amounts given in subscriptions and donations with date.
2. The data is stored on the Hon Treasurer's computer in the form of a password protected encrypted Excel Spreadsheet, plus current paper applications and any other correspondence about membership from the last 3 calendar years.
3. The password(s) for the encrypted file(s) is/are held by the Hon treasurer and
 - a. The Hon Membership Secretary (when that is not the Hon Treasurer)
 - b. The Chair.
4. The spreadsheet is backed up on a separate device accessible only by the Hon. Treasurer.
5. The computer holding the master file is protected by password from unauthorised entry.

As approved by Committee on 04/05/2021
R. H. Beeden Honorary Treasurer