

## **Privacy and data protection practice guidelines – information for trustees and coordinators**

### **Centrally held information**

- Members complete membership application/renewal form – with basic contact details: name, address, email address and phone number. In addition members indicate whether they wish to gift aid, or receive the TAM magazine (when offered). This constitutes the only formal information we hold about members.
- Forms are processed by membership secretary and data base manager, and entered on password protected database, to which only they have direct access.
- No details disclosed to third parties without consent (unless statutory requirement eg HMRC), but possibly to coordinator/group organiser for purpose of communicating with member. ie on a “need to know” basis.
- Members can request to view above details, update or delete them via membership secretary.
- Contact details automatically deleted from database December following a failure to renew. Otherwise stored for maximum 5 years (except in respect of gift aid when we are required to store for 7 years)

### **Informally held information**

- Usually, members will give their contact details to the coordinator of any group with which they are involved.
- They will be entered on a register, which may be paper or electronic. If digital, the coordinator will ensure that the details are password protected.
- The coordinator will ensure that any communication protects contact information (eg email bcc).
- Personal details will be erased or destroyed once the member has left the group, or lapsed for over a year.
- Photos are also data – if members do not wish to have their photos taken, as part of a group, it is their responsibility to move out of shot, or inform the coordinator/photographer of their preference. Specific permission should be sought from all should any photo be disseminated or circulated, or used for publicity purposes.

Any personal details held by any of the above members (coordinators/trustees) will be destroyed or handed on appropriately at the end of their role tenure.