



HYTHE CIVIC SOCIETY

Registered Charity 283177

GENERAL DATA PROTECTION REGULATIONS & DATA PROTECTION (CHARGES & INFORMATION) REGULATIONS 2018.

CHECKLIST of COMPLIANCE REQUIREMENTS:

- Data Controller - Treasurer/ Membership Secretary..
- As a small not for profit Charity we are not required to register with ICO.
- Not required to pay Data Protection Fee.
- No Data Processor required.
- No Data Protection Officer required (See below sources of information).
- Membership precludes children /juveniles under age. No information requested or retained.
- Rights to be informed – All members advised of this right in Newsletter No 201 April / May 2018.
- New members are informed of their rights and give consent when completing the membership application form.

SOURCES OF DATA:

1. MEMBERSHIP APPLICATIONS:

Submitted by member in paper form and details input onto computer.

Paper application retained in filing system.

Information contained:

Name – Address – Tel No – E mail address (Only used for passing on Civic Society information, including newsletter where requested).

Declaration re permission to store data. See above

Paper application destroyed and computer information removed when membership ceases.

THIS DATA IS HELD BY MEMBERSHIP SECRETARY; TREASURER; NEWSLETTER DISTRIBUTION MANAGER; AND, MANAGER RESPONSIBLE FOR DISTRIBUTING NEWSLETTER BY EMAIL WHERE MEMBER HAS REQUESTED SUCH.

2. GIFT AID DECLARATIONS :

Submitted by member in paper form – retained in filing system.

Information contained:

Name - First line of address – Amount gift aided.

Annual Online gift aid declaration to HMRC, retained on computer and also paper copy retained in filing system

Original paper declaration removed if membership ceases of member no longer wishes to donate.

Annual online HMRC Gift Aid declaration and paper copy retained for accounting purposes. This data is held by the Treasurer.

3. NEWSLETTER DISTRIBUTION ROUND LISTS:

Online and paper lists:

Information contained:

Member name – Address – Tel No.

Paper list issued to Distributor only containing above details of the member on their round.
NB: Distributors were reminded of GDPR requirements in September 2018 and again in November 2024.

Any new distributors will be advised accordingly.

Members' details are removed from distribution lists once membership ceases.

THIS DATA AS HELD BY TREASURER, MEMBERSHIP SECRETARY AND NEWSLETTER DISTRIBUTION MANAGERS.

4. TREASURER'S SUBSCRIPTION ACCOUNTS FILE S :

Online – Paper copy printed at end of financial year to be retained with annual accounts.

Information contained:

Name- Amount paid – type of payment - Where payment by standing order, the form completed by the member is merely noted on the file as S/O. No record is made of the member's bank details it being sent direct to their bank. Members making direct payments to bank (BACS), no member's bank details provided, accounts record merely note date and amount.

Member details removed when membership ceases.

THIS DATA IS HELD BY TREASURER.

5. GROUP RECORD OF MEMBER'S EMAIL ADDRESSES.

Online – Access through Society's webmail, required to enable quick dissemination of Society information.

Protected password to file only held by Treasurer and Website Manager.

NONE OF THE ABOVE DATA IS PASSED ONTO A THIRD PARTY WITHOUT THE MEMBER'S CONSENT.

6. SECURITY OF DATA :

All the above data is held on the personal computers of Treasurer, Membership Secretary, Newsletter Distribution Manager, Chairman (Check if this remains correct) and Website Manager (Society Member), located at home addresses. All have sole use only, password protected. All past account files required to be legally retained are stored in the locked Society Archive room located within Hythe Town Council Office, Oaklands, Stade Street, Hythe, which has a fully operational alarm system.

Files on computer systems regularly backed up.

REVIEW

This policy shall be reviewed on an annual basis by the Executive Committee.

APPROVAL

This policy was adopted by the Executive Committee at its August 2018 meeting.

The reviewed policy was adopted by the Executive Committee in September 2024.