



BAS Club Data Protection Policy

V2 March 2021

BAS Club Data Protection Policy aims to conform with the General Data Protection Regulation (GDPR) that was introduced in the UK and EU on the 25 May 2018. (<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>)

Purpose of the British Antarctic Survey Club (BAS Club)

In essence, the purpose of the club is to facilitate and promote contact and networking amongst its members. For details about the club see the BAS Club Constitution.

Personal data

When you apply to join the BAS Club you supply your name and service details, and one or all of the following: postal address, email address, and telephone number. We will store this data for the time it takes to process your application. If your application is unsuccessful, we will delete all your personal data.

If your application is successful, you give consent for us to hold the data you supplied the Club with for as long as your membership lasts. We also keep records of your subscription payment history. In addition to the information that you provided at application, we may also keep certain information that you provide to us during the course of your membership, such as your next of kin and relevant information about your membership. We may occasionally on an ad hoc basis, also save additional information that is available in the public domain or to members such as a link to your oral history; information about polar medals, books published etc.

Purpose of data

Your name, service details, postal address, email address, and telephone number data are collected to enable us to communicate with you about club business including subscription payment; sending you the magazine, if you have opted for printed copies; providing you with access to the members area of the website; and on club membership matters including AGM / annual dinner announcements; letting you know if someone, usually another club member, wants to get in touch or for contributions to magazines etc.

Location of data

When you first apply, your application form is temporarily stored on our Club Site's restricted back end on WordPress which is accessible to some committee members and our website manager at

Digital Nomads. It is also sent by email to the Membership secretary on the dedicated BAS Club Membership email address (membership.basclub@gmail.com)

All personal and subscription data is kept digitally on a secure cloud-based database (Airtable) which the Membership Secretary and Treasurer have direct access to. The Benevolent Fund Secretary and the BAS Club Secretary have view only access to a limited subset of information of a limited subset of members that is directly relevant to their roles.

Club member names and email addresses are published online, in the members-only access section of the website. A list of new members' names is also included in the BAS Club magazine.

Members' club reference numbers, names and email addresses are also stored on the secure BAS Club WordPress website: <http://basclub.org/>

Data sharing

The Membership Secretary and Treasurer have access to all the data you supply to us.

Club member names and email addresses are published online – in the members-only access section of the website - for all Club members to have access to. If you don't want your name and email address included in this list, then please contact the Membership Secretary.

Your contact details are not otherwise shared with anyone else. If someone requests your contact details or to be put in touch with you, their message will be passed on to you. You can then choose to contact them or not, or you can give us permission to pass on your contact details to them.

If members have a subscription option for a printed copy of the magazine, their names and postal addresses are shared with the Magazine Editor who also shares them with the printer.

Subscription information about fee payment is only available to the BAS Club Committee in certain individual cases and is never shared with other Club members. The committee does not get a list of all members' subscription fee data.

No personal data is shared with third party or other organisations. If you are a member of another organisation you are not allowed to share personal data that you have gleaned as part of membership of the BAS Club with other organisations.

Data of former members are not shared without consent from the former member.

Data of any members under the age of 16 will not be shared outside the Committee without consent from the member and their parent or guardian.

Ex-BAS Club committee members must delete any copies they have of Club members personal or subscription details.

Use of data by members

Organisers of BAS Club meetings, BAS Club reunions or related events associated with BAS Club business are allowed to contact members en masse but must adhere to this policy and notification.

Members are not allowed to use the email lists for contacting all or most members en masse for their own personal reasons e.g fund raising for a cause, advertising a business or any non-BAS Club purpose.

Accuracy of data

If your details change, it is your responsibility to alert the Membership Secretary and Treasurer who will then update the records. If you wish to up-date your details you must contact the Membership Secretary or Treasurer by email, through the on-line form, email, or by post. The Membership Secretary will endeavour to keep the data accurate.

Data storage length

As your data is collected for the benefit of the Club and Club members, unless otherwise requested, the data will be kept for as long as you are a member.

Once a person has ceased to be a member, some basic data (Club reference numbers, names and service records) are kept indefinitely for archiving. All other data including postal and email addresses and phone numbers will be deleted 5 years after the end of Club membership.

This basic data is retained:

- As an archive of membership
- In case the member wants to renew their membership after a lapse
- In case a Next of Kin (N.O.K) wishes to take over the membership.

It is also worth noting that if a N.O.K. of a deceased member joins, some of the data from the deceased member may continue in the record if, for example, they share an address or subscription record.

Erasure

You have the right to request that all of the data that we hold on you is removed from the database. However, as this will prevent us from being able to contact you and conduct the business of membership, you will cease to be a member.

Any money you pay subsequently will be assumed to be a donation to the Club.

Third parties and social media

Please note that this notification is only about personal data given to the BAS Club. This notification does not cover data that you share with third parties like the British Antarctic Survey, UKAHT or Facebook. These organisations all have their own data protection policies.

Member's rights

- You have a right to be informed about your data. This document explains what happens to the data you supply.
- You have a right of access. You can ask the Membership Secretary at any time for a copy of your data held by the BAS Club.
- You have a right of rectification. You can ask the Membership Secretary or Treasurer to update the data at any time.
- You have a right of erasure. Your data can be deleted at any time.

- You have a right to restrict processing. Please alert the Membership Secretary if you don't want any details shared with other Club members etc.
- You have a right to data portability. If you request that we pass your details to a third party, then we will.
- You have a right to object. You can request that we cease to process your data or use your data at any time. This is different to erasing data. We keep the data but just don't use it.
- The GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention. The BAS Club does not use autonomous processing of data.

Management of the policy for implementing the compliance requirements of the General Data Protection Regulation (GDPR)

Officer responsible for monitoring and managing GDPR:

- The Membership Secretary on, behalf of the BAS Club Committee, is responsible for management and monitoring of the Policy. This responsibility is in the Membership Secretary's portfolio.

Monitoring compliance:

- Requests from members with respect to access and erasure of their data will be acted on within 4 weeks.
- The database will be reviewed annually between January and March to check the data is correct.
- Any breaches in compliance will be reported to officers of the BAS Club Committee within 72 hours of it being discovered. Individuals will be notified if an adverse impact is determined.

Policy review period

- The policy will be reviewed annually. This will usually be done prior to the AGM.

Location of the Policy

- This policy will be incorporated into the BAS Club Management Plan
- It will be available on the BAS Club Website available to anyone who can contact BAS Club or apply for membership
- A copy of the policy will also be sent to all new members and periodically to all members e.g. when there is an update to the policy, usually with the distribution of the next BAS Club Magazine.

If you have any concerns or questions about this notification, please contact

Membership Secretary
membership.basclub@gmail.com

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