



# British Antarctic Survey Club

## APPENDIX B DATA PROTECTION

### B.1 INTRODUCTION

General Data Protection Regulation (GDPR) Information taken from

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

Key points

- The GDPR will apply in the UK from 25 May 2018.
- It applies to our organisation

### B.2 BAS CLUB POLICY FOR COMPLIANCE WITH THE DATA PROTECTION REGULATION

#### B.2.1 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.

#### B.2.2. 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 these 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.

#### B.2.3 Purpose of data

- Your name, service details, postal address, email address, and telephone number data are collected for the benefit of the Club, Club Committee and Club members.

#### B.2.4 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.
- All personal and subscription data are kept digitally on a database which the Membership Secretary and Treasurer have direct access to. The database is located on a secure shared drive. Archived historic copies are kept on the personal computers of the Membership Secretary and Treasurer in case the latest copy is damaged or destroyed.
- Club member names and email addresses are published online, in the members-only access section of the website.
- Members' club reference numbers, names and email addresses are also stored on the secure BAS Club wordpress website: <http://basclub.org/>

#### B.2.5 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 postal address will only be passed to another Club member if they request it. If you do not wish your details passed on to other members, without your consultation first, please let the Membership Secretary know.



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- 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 are explicitly shared with third parties or other organisations; however, BAS Club members are often members of other organisations e.g. the British Antarctic Survey or the UK Antarctic Heritage Trust. 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 those 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.

## **B.2.6 Use of data by members**

- Organisers of Club meetings, Club reunions or events associated with 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 or advertising a business.

## **B.2.7 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 post, email or through the on-line form. The Membership Secretary and Treasurer will endeavour to keep the data accurate.

## **B.2.8 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.
- The 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 King (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.

## **B.2.9 Erasure**

- If you request that all your contact details are removed from the database then you will cease to be a member, any money you pay subsequently will be assumed to be a donation to the Club.

## **B.2.10 Member's rights**



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- 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.
- 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 from 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.

## **B.3 MANAGEMENT OF THE POLICY FOR IMPLEMENTING THE COMPLIANCE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATION (GDPR):**

### **B.3.1 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 will be in the Membership Secretary's portfolio.

### **B.3.2 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.

### **B.3.3 Policy review period**

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

### **B.3.4 Management Plan**

- This policy will be incorporated into the BAS Club Management Plan