

Barnet Museum and Local History Society

Data Protection Policy

Data Protection Officer (DPO): Dennis Bird

Policy Review:	Policy reviewed every three years
Personal data held:	Contact Information on members of BMLHS Contact and Biographical Information on BMLHS Volunteers, Trustees and Committee Members
Media:	Membership data are kept on password-protected Excel spreadsheet. Volunteer data are kept on password protected Excel spreadsheets and a hard copy file held in the Museum Office. Names and email addresses for email mailing list. Back-ups are through the Dropbox system. Trustee and Committee Members' details are kept on hard copy files.
Disclosure:	Data can be inspected by subjects on request to DPO. No data will be used for any third-party activity.
Permission:	Data is included only with permission. Permission is granted by members completing (annually) membership forms and by volunteers completing volunteer applications. Trustees and Committee Members complete applications. People sign up to go on email mailing list.
Removal:	Membership Data is removed from databases when the member ceases to be a member through resignation or non-payment of subscriptions. Members are given a chance to pay overdue subscriptions (usually six months) but then they have their data deleted. Automatic "unsubscribe" for emailing list. Volunteer/Trustee/Committee Member Data is removed when the subject ceases his/her duties.
Date:	20th April 2018