

BEDFORDSHIRE FAMILY HISTORY SOCIETY (BFHS)

DATA PROTECTION POLICY

About BFHS:-

BFHS exists to promote the study of family history.

BFHS members receive 4 journals per year and are entitled to attend the society meetings and to use the society's library. They also have access to the 'Members Only' area of the society's web site; this will shortly include the list of members' interests. Members can have their members' interests published in the BFHS Journal and / or included in 'Members Only' area of the web site.

To administer the above members' benefits BFHS maintains a membership list and charges an annual membership subscription.

BFHS produces and sells a range of material to assist those researching family history. This service is available both to members and non-members.

An expert member of BFHS carries out family history research for others for an hourly rate, payable to BFHS. This service is available both to members and non-members.

BFHS occasionally organises outings to the National Archives or other places of interest.

BFHS is occasionally an exhibitor at family history fairs.

Where do we (BFHS) store personal data?

We do not have any paid staff or any form of office premises. With the exception editing the Journal, which is done by a professional, the functions of the society are carried out by volunteer post holders who process and hold the data they use on their own computers or on paper. These computers are not networked. Each volunteer only holds the data they need for their activity.

If data is transferred between volunteers the methods available are:-

- Electronic data is sent by email
- Electronic data is stored on an encrypted memory stick and passed by hand or posted.
- Paper records are passed by hand or posted.

Do we share personal data with anyone outside BFHS?

We do not supply the personal data that we hold to anyone outside BFHS except –

1. Where it is needed by the independent examiner in his inspection of our financial records.
2. Where it must be supplied to HMRC, e.g. in connection with gift aid submissions.
3. Where we are required to do so by law.
4. Where the person has given his / her permission and then only for the purpose specified; (e.g. if a member gives permission for his / her 'Members Interests' to be published).

Security and backup

As volunteers are working in different places the requirements and methods for security differ between them. These are set out in an appendix for each volunteer.

Data retention period and Data destruction

Data is only retained for the time during which it may be legitimately needed or longer where it may be of further use for the benefit of the subject. This time varies between the activities for which the data is provided; it is set out in the appendices.

When no longer needed data must be destroyed in a manner that does not allow it to be recovered. Backup copies must also be destroyed.

Personal right to have data removed or corrected

If a person asks for his / her data to be removed from our records then that data will be destroyed within 1 calendar month of BFHS receiving the instruction. Any exceptions to this are set out in the appendices.

If a person asks for his / her data to be corrected then that data will be corrected within 1 calendar month of BFHS receiving the instruction. Care will be taken that all the volunteers who hold that item of data correct their copy.

The procedure for ensuring that the above is done completely is set out in the appendices.

Obtaining consent to process and hold personal data

All forms we issue to receive information from members or others will contain or will be accompanied by a statement that:

1. Explains how we will use that information.
2. Makes it clear which of the information is optional and which is essential in order to provide the service they are requesting.
3. Explains the person's rights under GDPR
4. States where this Data Protection Policy can be seen.

There is a copy of each of these forms in an appendix.

Review This policy is kept under constant review

REVISION HISTORY

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