

## Data Protection Policy 1947 Club (Referred to as 1947 Club)

This data protection policy sets out the 1947 Club commitment to the protection of personal data and how we implement that commitment with regard to the collection and use of personal data. We are a not for profit organisation.

### We are committed to:

- Ensuring that we comply with the data protection principles listed below.
- Meeting our legal obligations as described by the Data Protection Act 2018.
- Ensuring that data collected is only data necessary for the running of our organisation.
- Ensuring that data collected is used fairly and lawfully.
- Providing adequate security measures to protect personal data.
- Ensuring that a nominated officer of the committee is responsible for data and is a point of contact.
- Ensure that only committee members who have a requirement for the information have access to the information.
- Ensure that data protection is reviewed annually.

### Data protection principles:

1	Data will be collected directly from the members as they join the group and checked as correct annually
2	Members giving data will be made aware of the use to which this data will be put
3	Members of the committee will have access to the data
4	The data will only be used for activities necessary for the smooth running of the club including, but not limited to: internal communications, informing members of RICS and 1947 club activities. A number of specific databases are held including full membership, attendance at CPD meetings and social events
5	Data will only be passed to third parties for use in conjunction with club activities and members will be made aware of this use. General statistics may be made available to the RICS but do not include individual members' details
6	Data will be permanently removed from the group database upon receipt of a specific request from a member leaving the club or if the committee determine that a person is no longer a member of the club
7	The club will not make membership contact information available for electronic marketing and will not sell or rent this information to other organisations
8	The club will only retain members' personal information when provided to us directly by the member
9	Attendance at CPD events and attendees signing in implies consent to the 1947 club holding that data for subsequent marketing of 1947 Club events. Attendance at an event does not imply membership of the 1947 club

**Actions to safeguard data:**

1	The Chairman will email each member to remind them to renew their membership in December. Within this email it will state that members' details will be retained for marketing purposes unless that member confirms otherwise
2	The club will only disclose information to other individuals or third parties when obliged to do so by law
3	The keepers of this data will be made aware of their responsibilities regarding the safe keeping of the data
4	Club electronic communications will be sent as blind copies to avoid revealing other member's email addresses
5	We will only hold members' information for as long as is necessary
6	Members can change the way they hear from us or withdraw their permission for us to hold their personal data at any time by contacting the club Data Protection Officer
7	Our club website contains editorial material and may include the names of members as part of this information. The website is accessible to the public
8	The club may retain historical archives indefinitely. This may include photographic images, records of meetings or other event.

**1947 Club Data Protection v2.6**  
**19.11.2018**