

# **The Moseley Society**

## **Data Protection Policy**

The Moseley Society collects and holds personal data for communicating with its members by newsletter and emails; administering its annual membership subscriptions; and reclaiming Gift Aid on subscriptions and donations.

The data that the Moseley Society holds is:

Title

Name

Address

Telephone number

Gift Aid declarations

Offers of help with particular projects or of particular skills that have been offered by a member.

The Moseley Society will never share or sell your data to a third party.

The data is held by the Society's Secretary, Membership Secretary and Treasurer in a secure manner on computers which have security applications running, and also in a card index.

The member's data is deleted once the Society has been notified that a member has resigned, moved or will no longer be renewing their membership.

Members can request access to the data that the Society holds about them, and ask for rectification of any of the data, by a written application to the Society's Secretary.

The Secretary is responsible for the implementation of this policy.

May 2018