

## The Norwich Astronomical Society Data Protection Policy

### 1. Purpose of the policy

The Norwich Astronomical Society is committed to complying with the data protection laws, as outlined in the General Data Protection Regulation (GDPR) and UK Data Protection Bill. This policy sets out what we do to protect personal data.

Anyone who handles personal data on behalf of the Norwich Astronomical Society must comply with this policy.

### 2. About this policy

The organising committee are responsible for ensuring compliance with GDPR and with this policy as the charities data protection lead. Any questions or concerns about this policy should be referred to a member of the committee.

### 3. Privacy statement

This privacy statement tells you what to expect when we process your personal information that you provided us with from your application form.

Norwich Astronomical Society will only hold personal data about you as a member, sufficient to the running of the Society and our activities. This will include your name, postal address, email address any telephone numbers and social media details that you provided to us, either on your membership form or subsequently.

You have the right to request to see what information we hold and to have it updated or removed at any time. To do so, please email the secretary at the usual email address.

### 4. Data protection principles

Anyone processing personal data must comply with the data protection principles within the GDPR.

#### a. Data required by the Society

- i. The Society require your name, address and email in order to meet the requirements of the Society for communicating with its members. Personal preferences for volunteering are also stored to provide an efficient means expedite these requirements.
- ii. The telephone numbers of committee members are held and are accessible to the committee members.

#### b. Storage of your data.

- i. We will store your data safely using a password-protected laptop, with a password protected database. The laptop will be stored in a secure environment when not in use. The passwords will be known to the Membership Secretary, the Chairman and

Secretary. Please note that Twitter account names, YouTube and Vimeo account names will not be stored securely!

- ii. Names and email addresses are stored within the online website forum to facilitate Society communication to members and member to member communication/notification.
- iii. If you cease to be a member then we shall remove you from our database within 1 month of membership ceasing; it is important that your membership payments are made promptly as if they are not, then your risk having your data and access to the forum deleted.

c. Sharing of your data.

- i. We do not share your data with third parties, or with other members without your permission.
- ii. It is envisaged that in an emergency, we would share your data as required with the emergency services.
- iii. We do have a Facebook tracking pixel installed on this website and could use it to serve Facebook adverts.

d. Photography and Videography at events

- i. It is likely that we will take photographs at Public and Member events, for the purpose of promoting the society and its aims, both in the local and national press and on social media sites, such as Twitter, Facebook, Pinterest, Instagram, YouTube, Vimeo. Where we use photos or video we will not use your name without your permission.
- ii. If you do not wish yourself to be included in any photography or videography, please let our secretary know at the usual email address. Your permission, or that of a responsible parent / guardian will be obtained if photography / videography is planned when children are present.

## 5. Data Loss

In the event of a data breach or loss of personal data the Norwich Astronomical Society will report to the ICO (Information Commissioners Office), Charity Commission and affected data subjects as appropriate and possible. Such incidents will be reported to the ICO within 72 hours of their discovery.

## 6. Complaints

If a data subject feels that the Norwich astronomical Society has acted in a manner counter to the framework of this policy, resulting in loss of their personal data, they can lodge a complaint to any member of the committee or directly with the ICO.

## 7. Monitoring, training and review of this policy

This policy shall be reviewed annually by the committee to ensure that it is achieving its objectives. Changes in committee membership require new members to read and understand this policy and undergo any training necessary.

Date of next review: January 2023.