



Wrekin Local Studies Forum

PRIVACY AND DATA PROTECTION POLICY (2018)

The Wrekin Local Studies Forum (hereafter referred to as the Forum), recognising the General Data Protection Regulation (GDPR May 25th, 2018), has adopted this Privacy and Data Protection Policy.

Personal Information held relates to the Forum's principal aim as outlined in our Constitution which is to "Promote community history around the Telford and Wrekin area by bringing together organisations and individuals interested in the subject to work together on group projects, publicise members' activities, share resources and promote community history to the wider public."

Under this policy, the Forum will ensure; -

- That personal information held in our mail list/ database is kept safe, secure and archived for no longer than legally required.
- That Forum Members and associates can request for personal information to be amended, transferred or removed.
- That the Forum can hold details for archiving purposes in the public interest, scientific or for historical research purposes (including oral and visual).

The Forum will hold the following personal details;

- Names (for E.mail, Speakers and Database, oral recordings.)
- Email contact address.
- Home/ mobile phone numbers.
- Home addresses will be held for contact groups or societies only for events and financial activities.
- Financial details (Forum Bank Account, Member Group's Bank Accounts, Income and Expenditure, Audit and related purposes).

We will not:

- Hold any information regarding physical/ mental health, racial or ethnic origin, religious beliefs or anything not applicable to the aims of the Forum.
- Forward information to any third parties for marketing, promotional or any other reasons or purposes that do not fit with the aims of the Forum.
- Be responsible for any personal information held on any social media forums or website databases not under administration by the Forum.

Definition of Personal Information - Personal data is anything that allows a living individual to be identified with, or in combination with other details. **This includes (though not exhaustive):**

Names, Addresses, Phone and Mobile Numbers, E-mail addresses, Financial details, Photographs and in the case of Oral information any details regarding relationships, opinions, residence, etc **although this aspect can be exempt from GDPR under the Activity in the Public Interest.**

How is data held and processed - When collecting information, the Forum will:

- Do so lawfully and in a open manner.
- Collect details that are only relevant to the Forums' aims.
- Held for as long as legally deemed or required.
- Data is kept accurate and up to date.
- Kept safe and secure.
- Will ensure that all members and affiliates can access details for any purpose when needed/
- Will report if any illegal data breaches occur within 72 hours to the Information Commissioner Office (ICO).

Archiving in the Public Interest - Under the terms of Archiving in the Public Interest, the Forum does have the right to exempt certain personal details which presently are excluded from the General Data Protection Policy. This includes:

Data that has public value beyond the immediate interests in the Forum's own aims and can be classified as information for archive and historical research. For example; processing data to archive information for posterity as a recorded memory, both oral or visual.

In the case of this the Forum will refer to guidance as outlined by the **Oral Historical Society** (www.ohs.or.uk) and other related archives.

Who the information may be shared with - The Forum may need to share personal information with Affiliates and Individuals and in some cases with Third Party/ Non-Affiliated organisations for financial or any legal purposes. Where this is necessary the Forum will comply with both general Data Protection and GDPR.

Retention Period - Any personal information will be held indefinitely unless any Affiliated/ Non-Affiliated Society/ Group or Individual requests such information to be removed, or if the Forum under the terms of its Constitution is formerly dissolved.

Where Stored - All personal Information will be held in a secure database accessible by the elected Secretary, Chairperson, Treasurer or committee members under the terms of the Forum's constitution and this Policy.

As per this Policy the following primary principals of GPDR will apply:

Right to be Informed - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates will be kept informed about what, why and in what way any Personal Information is held and how it is used.

Right of Access - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates have the right to access what personal information is held by the Wrekin Local Studies Forum.

Right to Correct - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates have the right to have their information details corrected if wrong, to be submitted in writing to the Elected Secretary or Chairperson or Treasurer via letter or electronic mail.

Right to Transfer - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates have the right to have their information sent to other organisations outside the Wrekin Local Studies Forum for any reason. To be submitted in writing to the Elected Secretary, Chairperson or Treasurer by letter or electronic mail.

Right to Erase - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates have the right to have their information removed from the mail list, or any other list/ files submitted in writing to the Elected Secretary, Chairperson or Treasurer by letter or electronic mail.

Right to Complain - Forum affiliates (Groups/ Societies and Individuals) and Non-Affiliates have the right to complain if they believe their information is used wrongly. To be submitted in writing to the Elected Secretary, Chairperson or Treasurer by letter or electronic mail.

Breach of Information - In the unlikely event of any Personal Information held by the Forum is gained by illegal means; the Forum will contact its affiliated members, non-affiliated associates, relative legal bodies (Police, etc) and also the Information Commissioners Office within 72 hours of an incident occurring.

Should you wish to require more information regarding your rights regarding Personal Information and the GDPR you can do this by consulting the Information Commissioners Office (ICO) website at ico.org.uk.

This Policy was Adopted by the Wrekin Local Studies Forum on Wednesday October 10th, 2018 and will be reviewed annually.