

# The Chapels Society

## Information Governance Policy and Data Procedure

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### 1. Purpose

The purpose of this policy is to ensure that data regarding the members of The Chapels Society is handled in accordance with English law and best practice, and to define the duties and responsibilities of those officers of the Society who process members' data.

### 2. Definitions

**Council** means the governing body of the Society, consisting of the Officers, elected ordinary members, and co-opted members, responsible for administration of the Society as defined by the Society's Constitution

**Data** means all structured information about Members of the Society held electronically or in any other format.

**Members** means all current and former members of the Society.

**Officers** means those elected or appointed by the Society to duties which requires them to hold data about Members: the Membership Secretary, the Honorary Treasurer, and the Honorary Editor.

**Society** means the Chapels Society.

### 3. Principles

- The administration of the Society requires that data about its Members be collected and processed.
- Data collected for the administration of the Society will be accurate, complete, up to date, sufficient for the good administration of the business of the Society, and required for the administration of the Society, so far as is practicable.
- Data about Members will only be held by those Officers whose duties require it.
- Data held for the purpose of administration of the Society is not to be used for any other purpose.
- This policy applies to data held electronically and in hard copy or any other format.
- Members' data will not be disclosed to or shared with any third party, including other members of the Society, for any other reason than in connection with the legitimate administration of Society business, except with the explicit consent of the Members concerned.
- Any third party handling members' data will be expected to comply with this policy.

### 4. Duties and Responsibilities

**Council** is responsible for ensuring compliance with this policy.

The **Membership Secretary** shall maintain an accurate and up to date record of all Members of the Society. A report on current numbers of Members and changes will be presented by the Membership Secretary to each meeting of the Council of the Society.

The **Honorary Treasurer** shall maintain an accurate and up to date record of the payment of subscriptions by Members and such other information as is legitimately required to maintain the financial records of the Society. A report on any Members in arrears with their subscription will be presented by the Honorary Treasurer to the Council of the Society at such intervals as the Council may require.

The **Honorary Editor** shall maintain an accurate and up to date record of addresses to which Society publications are to be sent.

Upon any of these Officers relinquishing their duties, all data shall be transferred to their successor, and copies shall not be retained.

**Organisers of Society visits** will be responsible for ensuring that all data regarding Members and other persons collected in connection with a visit is handled in accordance with this policy. Data collected by organisers of a visit should be securely destroyed when no longer required in connection with the organisation of the visit (see section 9 below).

## **5. Storage of Data**

All data will be stored securely and safely.

Electronic data will be stored on password protected devices with access limited to those individuals having a legitimate right of access.

Data stored in other forms will be held in a private and secure place, with access limited to those individuals having a legitimate right of access.

## **6. Use of E-Mail**

Where multiple Members are e-mailed simultaneously, the message should be sent 'blind' so that members' email addresses are not disclosed, unless explicit consent has been obtained from all of the members concerned that their e-mail addresses may be openly displayed.

## **7. Updating of Data**

When notification of a change to a Member's data, including application for membership or resignation of membership of the Society, is received by one of the Officers, that Officer shall notify the other Officers with data processing duties. The Membership Secretary is responsible for acknowledging the change of details to the Member concerned (or their next of kin as appropriate).

## **8. Reconciliation of Data**

A reconciliation of Members' data held by the Membership Secretary, the Honorary Treasurer, and the Honorary Editor will be undertaken at intervals of not more than one (1) year. In the event of discrepancies being discovered, the correct data shall be identified and all erroneous records corrected. Council shall be informed of the existence of any such discrepancies and the action undertaken to investigate and correct them.

## **9. Data Collected in Connection with Society Visits**

Organisers of Society visits will collect only that data which is necessary for the good organisation of the visit. All data is to be collected, stored, and processed in accordance with this policy.

Data collected in connection with the organisation of Society visits is not to be used for any other purpose.

Records of all participating in Society visits are to be retained by the organiser for one year following the date of the visit for legal and insurance purposes.

Data collected by organisers of a visit should be securely destroyed when no longer required in connection with the organisation of the visit.

## **10. Information for Members**

A privacy notice shall be published by the Society for the purpose of informing Members of the Society regarding the data held by the Society about them. This notice shall be included in the Annual Report and at any time when Members or prospective Members of the Society are asked to provide information about themselves.

Privacy notice: "The Chapels Society collects data about its members and other participants in its events for the purpose of administering the Society and its events. This data is held safely and securely and is not shared with any third party except for the purpose of administration of the Society or the event concerned. More information regarding the data held by the Society is included in the Society's Information Governance Policy and Data Procedure. Copies of this document are available from the Membership Secretary."

Copies of this policy will be available to any Member of the Society, or any other person or body having a legitimate interest, upon request.

## **11. Review and Update**

This policy will be reviewed and updated by Council six (6) months after adoption and thereafter at intervals of not more than five (5) years.