

Data Protection Procedures: Salisbury And District Model Engineering Society (SADMES)

1) Introduction

1. SADMES has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the GDPR. When it is stored on paper it will be filed carefully in a locked cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3) Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive information or messages from SADMES.
2. When people sign up to the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and messages, and will only send them messages which they have expressly consented to receive.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.
5. We will use mailing list providers who store data within the EU.

4) Contacting Committee Members

1. The committee need to be in contact with one another in order to run the Society effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee.

3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than SADMES business, without explicit consent.

8) Review

These procedures will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....