

General Data Protection Regulations

Introduction

Our organisation holds personal detail records of our members for use by the Association. These records are held on paper and in electronic form. The holding of electronic records is covered by the new General Data Protection Regulations 2018.

As we are a small non-profit making organisation simply holding membership records, we are exempt from registering with the Information Commissioner's Office.

Membership is by household and all persons resident there are included in the membership for that address.

The following sections detail what electronic information we hold, the uses to which the information is put and how the records are managed.

Records and Usage

Membership

Comprises:

Surname; Address; Primary telephone number of all households

Held and used by:

Membership Secretary for administration and membership fee collection

Membership Secretary and Newsletter Editor for newsletter distribution

Road Stewards for newsletter delivery and membership fee collection

PDRA Committee, Volunteers & Helpers

Comprises:

Name; Address; Primary telephone number; Email address of all the PDRA committee and other helpers.

Held and used by Secretary, Chairman and current committee members.

Driver and Helpers

Comprises:

Name; Address; Telephone; Mobile Number; Email address of all drivers and helpers

Held and used by:

Minibus Services Manager and deputy for contacting drivers and helpers; the creation of driver and helper schedules.

Trip participants

Comprises:

Name; Address; Individual's preferred telephone number

Held and used by:

Minibus Services Manager or deputy to create pick up lists for shopping trip attendees

Minibus Services Manager or deputy to create lists for coffee morning attendees requiring transport.

Minibus Services Manager or deputy to create lists for Ramblers, Chestnuts and other 3rd Party users for approved trips.

Supper Evening Manager to create lists for Supper evening attendees requiring transport

Coach Outings Manager to create lists for Coach Outing attendees

Record management

An electronic membership record is created for each new household and held on Database owned by the Membership Secretary. Records are deleted by the Membership Secretary when a household leaves.

Records for drivers and helpers, and trip attendees are held by the individuals listed above. These records are managed by the appropriate Manager and are transient.

In order to participate in any event or activity a person must be a member of a household with membership and recorded by the Membership Secretary. Any person



Pagham & District Residents' Association
Supporting Our Community

of a household's membership may require their household to be removed from the Association's database by instructing the Membership Secretary, however such instruction will consequently terminate the household's membership.

Point of Contact

The Association's Point of Contact for all matters concerning Data Protection is the Membership Secretary who may be contacted by phone on 01243-262563 or email on john-baker19@sky.com