**Westbury Friendly Society**

**Membership**

Membership of the Friendly Society costs £10.00 for the three-year period of the club.

**Privacy policy**

New regulations came in to force during May 2018 regarding the protection of members data.  In order to comply with these regulations members are asked to confirm that they agree to their data being stored in accordance with the current policy set out below

**Westbury Friendly Society**

**Policy for the Protection of Personal Data**

1. Westbury Friendly Society is committed to protecting the rights and privacy of our members. We need to collect and use certain types of Data in order to carry on our work of managing Westbury Friendly Society. This personal information must be collected and handled securely. The Data Protection Act 1998 (DPA) and General Data Protection Regulations govern the use of information about people (personal data). Personal data can be held on computers, mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.
2. The purpose of this policy is to set out our commitment and procedures for protecting personal data.
3. The Data Protection Officer shall be the Membership Secretary and shall be the person who is responsible for ensuring that Westbury Friendly Society follows its data protection policy and complies with the Act. (Note Westbury Friendly Society is not required to appoint a Data Protection Officer.)
4. Westbury Friendly Society holds the following data on a secure database: - Name, both postal, e-mail address and telephone number. This data is used for the legitimate administration of the Friendly Society and the communication of information relating to an individual membership or future activities organised by the Society,
5. Member’s personal details will be retained for a maximum of three years after retirement from the Society and will be deleted from the data base at that time.
6. Under no circumstances will member’s personal information be passed to any other organisation
7. The Friendly Society has a page on the Village Website but no members personal details are held on this site, other than agreed contact details for specific events
8. The only printed copies are restricted in content to a particular distribution area and used by the distributer in that area to ensure that all members receive information relating to the Friendly Society activities.
9. Members can always check the information the Society holds about them by contacting the membership secretary. Individuals can always that their data can be removed, limited or corrected.
10. This policy will be updated as necessary to reflect best practice in security of data management, and control to ensure compliance with any changes or amendments made to the Data Protection Act 1998.