

DATA PROTECTION

NAReS have a Data Protection Officer who acts as a point of contact for any member Group having an issue with their data. The Officer also keeps an eye on any information coming from the Government on Data Protection which could affect Re-enactment and will disseminate this to members. Any issues arising from these, NAReS will be there to fight the cause for Re-enactment on your behalf.

In terms of the current GDPR, the critical points to remember are:

1. Keep all your members' personal data secure from the outside world: you do not want to be hacked. This includes paper versions.
2. Keep "personal" information to a minimum (by "personal" it means anything that an unscrupulous person could use to create a false version of someone) e.g. do you really need a spreadsheet holding everyone's bank details, for instance? The usual personal information will be home address, contact details (phone number/email address) and possibly date of birth.
3. Any member has the legal right to know what personal information is held by you on them and can request that it be destroyed.
4. Following on from the previous point... have a written policy detailing your management of members' data, e.g. what personal data you hold (keep it to a minimum), how you will keep it secure and how you will remove member data (how long after they leave the Society etc.) and stick to it by culling the data regularly.

It would be a good thing to have a disclaimer on your membership form that says something like "I have read and understand and agree with the Data Protection Policy of the Society" and then they sign the form.

5. Your Society is allowed to keep "Society" information on people for your own legacy reasons: e.g. if Joe Bloggs was of rank X in 2009. This is not going to affect Joe Blogg's online footprint from a data protection point of view but it is part of your Society's History and can be kept.

If you have any issue relating to Data Protection, please contact us via the NAReS website.