

Kibworth & District Chronicle Association

DATA PRIVACY POLICY

The *Kibworth & District Chronicle Association* has prepared this Privacy Policy in order to comply with the General Data Protection Regulation which comes into force on 25th May 2018.

Data Control

The Secretary, as elected from time to time, is responsible for controlling the data held by the *Association*. Any issues or concerns with data should be directed in the first instance to the Secretary.

The data collected and held by the *Association* will be in accordance with the **Information Commissioners Office** guidance which implies the data held will be:

1. The minimum necessary for the effective administration of the *Association*
2. Adequate for that purpose
3. Accurate and maintained up to date
4. From a known and reliable source
5. Retained only as long as necessary for the functioning of the *Association* and then deleted
6. Held with the subject's consent, held securely and not made available outside the *Association*
7. Fair and lawful
8. For each member, without charge and promptly, his/her data is open for his/her inspection for challenge and correction with the 'right to be forgotten' and request its deletion

Data held

The following details are held for each member of the *Association*:

- Full name
- Postal address
- Telephone contact
- Email address
- Role undertaken by each member