



## DATA PROTECTION AND DATA PROCESSING STATEMENT

There is a contractual relationship between Leicestershire Fieldworkers and those signing up to membership. Members pay their subscription to enable the Society to carry out its charitable mandate and to provide membership benefits such as lectures, visits and training.

Information re each member of Leicestershire Fieldworkers is held in a database. A statement about Data Processing is placed on the membership form as follows:

*Leicestershire Fieldworkers is a small charity. We hold the information you give us on this form in a membership database and in an email directory where applicable. We will use this information to send you email or post about the work of the Fieldworkers and associated organisations. We hold telephone numbers in case of emergency. We will not provide this information to any other person or organisation unless required by law. If you do not renew your membership we will continue to hold your information for 3 tax years in order to provide information on our Gift Aid claim to HMRC if applicable to you and for statistical purposes. It will then be deleted from our paper and electronic records. A copy of all information we hold about you is available from the membership secretary and it can be deleted on request.*

Also held are data relating to membership comprising, date of joining/renewal, Standing Order, amount paid and yearly eligibility for gift aid. Members not providing information on gift aid eligibility are assumed not to be eligible.

A separate file of names and email addresses (where applicable) is held on the email host system 'Horde' which forms part of the website of the Fieldworkers and which provides the email address 'info@leicsfieldworkers.co.uk'. This computer has internet access.

A list of members email addresses is held in an MS Excel file by the Group Liaison committee member which is regularly updated by reference to a paper listing of the membership database provided by the Membership Secretary.

Records older than 3 years will be deleted.

Members records are not passed to any third parties without specific permission though Fieldworkers may pass on information to members from third parties where there is a mutual interest in the subject matter.

Members have the right to enquire about the data we hold and its accuracy, to be informed about any data security breach and the right to request data deletion if membership ceases unless required for HMRC purposes,