

## **Ayrshire Astronomical Society**

### **Privacy Policy**

#### **1. Purpose**

The purpose of this policy is to comply with the General Data Protection Regulations GDPR that come into force on 25 May 2018.

This policy should be read in association with the Ayrshire Astronomical Society's Data Protection Policy.

#### **2. Background**

This policy has been developed with reference to national advice and that available from the Information Commissioner's Office together with examples of existing, or developing, practice.

#### **3. Reasons for the Policy**

Everyone is entitled to privacy. This means that information about individual Society members should not be heard or read by anyone that the member themselves does not wish to hear or read it.

#### **4. Taking Care With Your Privacy**

To safeguard your privacy:

- The Society will collect the least amount of information about you that it needs.
- Once collected, the information will be kept as carefully as possible.
- Your information will be shared in the Society only with those with a need to know.
- Your information will not be given to anyone unless you have agreed beforehand.

#### **5. Why the Society Needs Information About its Members and Who we Will Share it With**

The purposes for which the Society collects data are:

##### **a. For Funding and reporting purposes:**

anonymised data may be

- shared with a funding partner as part of a grant application or as condition of grant funding e.g. Local Authority; and
- analysed to monitor Society trends.

##### **b. For Membership and Society management:**

data will be used for:

- processing of membership forms and payments;
- sharing data with committee members to provide information about society activities, membership renewals or invitations to social events;
- Communicating with Members and;
- website management.

c. Marketing and communications:

for sending : (where separate consent has been given)

- information about promotions and offers from sponsors;
- information about selling society kit, merchandise or fundraising
- information to learned societies or professional bodies where it is relevant in relation to the activities of the Society.

**6. Especially Private Information**

In addition to basic information such as your name, address and date of birth, it may be important for the Society to know other things about you. Sometimes this can be very personal, but is necessary for safety reasons (for example if you have a medical condition) or to ensure the Society can fulfil any wider responsibilities (for example if you have a disability).

You are not obliged to disclose any of this information to the Society, but it is important to know that the Society cannot accept any responsibility for you if you have not disclosed information that later becomes important.

Any society member who knows such personal information by virtue of their role in the society should never disclose such information to a third party whether formally, or informally, unless it is to protect the safety of the individual concerned.

**7. Security**

Any office bearer or society member who is in possession of personal data will take all reasonable precautions to ensure data is stored and maintained securely, including, where appropriate:

- using password protection on documents;
- using password protection on lap-tops or equivalent;
- ensuring that computer drives, including cloud technology is secure;
- ensuring that files and documents are backed up regularly;
- use of adequate security software to protect against hacking or other malware activity;
- use of encryption;
- ensuring that computers, pen-drives or hard copy files are stored securely;
- ensuring that the risk of theft, for example from unattended vehicles is minimised;
- ensuring that the risk of unintentional loss, for example, by being left on public transport is minimised; and
- ensuring that open computers or hard copies are not left where they can be read or easily accessed by third parties in the home, work, society or other setting such as public transport.

**8. Looking at the Information the Society Holds**

You are entitled to see the information the Society holds about you. If you want to see this information you should ask an office bearer of the Society. Such

information, when supplied will not include any personal information related to anyone else.

**9. If Something Goes Wrong**

If you think that someone has lost the information about you, or that someone has your personal information who should not, or who you do not want to have it, then you should ask your coach or an office bearer of the Society. In such circumstances if you are not happy with the answer you get, then you should complain formally to the Society President, or you can complain to the Information Commissioner's Officer [www.ico.org](http://www.ico.org). Tel 0303 123 1113

**10. Review**

This policy will be reviewed in May 2019 and thereafter at three-yearly intervals along with the Data Protection Policy.