



## DEHS DATA PROTECTION AND PRIVACY STATEMENT

The General Data Protection Regulation (GDPR) came into effect on 25<sup>th</sup> May 2018, together with the Data Protection Act (2018). It has implications for how we handle your data and how we communicate with you.

The Defence Electronics History Society, DEHS, already takes all reasonable steps to ensure that data collected about its members is treated confidentially. Your Committee believes that we comply with current data protection legislation.

However, the law on how organisations handle personal data changed from 25<sup>th</sup> May 2018 when the new GDPR came. We therefore need to tell you how DEHS handles your personal data and to explain how the changes will affect you and your relationship with DEHS in the future.

Although the new legislation comes from the EU, the British Government has confirmed that application of the new rules will not be affected by the UK's proposed withdrawal from the EU and we are therefore obliged to implement the new rules.

In the UK, it is the Information Commissioner's Office (ICO) which is responsible for enforcing data protection legislation. The ICO is publishing advice and guidance on how the new law will work and what steps organisations must take to prepare for the new legislation, but the guidance is still not complete. We know, for example, that the EU law allows member states to take account of the specific needs of small organisations such as our own. DEHS is already exempt from some provisions of current data protection law but, at the time of writing, the ICO has not published any details of the exemptions that might apply for small organisations such as ours following the introduction of the latest changes, so we are working on the basis that there will be no such exemptions. If that changes in the future, we will, of course, let you know.

### What is 'personal data'?

In this context, personal data is any information about you which allows us to identify you. DEHS keeps the following personal data about you:

- Your name and title
- Your address
- Your phone number and/or mobile phone number where you have provided one
- Your email address where you have provided one
- Your past experience, or special interests, when applying for membership of DEHS
- Details of membership subscriptions and voluntary donations you have paid
- Details of any events you may have attended and payments you have made for admission
- Details of any dietary requirements you have told us about when booking events where food is served (we usually only keep this information in the run up to an event where we will need to pass the information on to the establishment at which the event is being held).
- In addition, we may have retained emails that you have sent us to book events or ask questions about the Society and its activities. This includes any attachments, such as signed GDPR Consent Forms.

Also, we may have taken photographs of you at DEHS events, either individually, or within groups, for publication in our eDEN electronic newsletter, or Transmission Lines journal, or on our website [www.dehs.org.uk](http://www.dehs.org.uk).

### How we hold your personal data.

Your personal data is stored on PCs/laptops operated by members of the DEHS committee on a 'need to know' basis: that means information is usually only held by the Membership Secretary and Treasurer, Dick Green, but may also be accessed by the President, Chairman, Secretary, and any Committee member organising an event or circulating a publication such as eDEN or Transmission Lines when such need arises.

Membership records are stored securely. **They are encrypted and password protected and regularly backed up, on a stand-alone hard drive.**

Some of our records, such as membership forms and subscription details, are also retained in paper format and are held securely by the Treasurer & Membership Secretary.

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details will be retained for as long as you are a member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from official bodies such as HMRC.

### **How we use your personal data.**

We only use the information we keep to help us to administer DEHS's functions as defined in its Rules, for example to notify you of our latest news, activities and events.

As we do now, we may occasionally also tell you about events organised by others that we think may be of interest to members but **we do not and will not pass on your information to third parties without your permission unless we are required to do so in law.**

### **Your rights**

You have a right to ask us to tell you what information we hold about you at any time. **Dick Green, DEHS Treasurer & Membership Secretary has agreed to be the DEHS Data Protection Officer required by this legislation**, and you exercise your right by writing to him at 9, Ash Road, Tring, Herts HP23 4JB, UK or by emailing [info@dehs.org.uk](mailto:info@dehs.org.uk).

You also have the right at any time to correct any information we hold about you which is incorrect or out of date.

You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends, as explained above.

### **How we will contact you**

At the moment, when you join DEHS, we add your name to our mailing lists and then keep you informed of the Society's activities. As a minimum, we will continue to contact you about your membership of DEHS and to remind you of when your subscription is due.

In addition, we will continue to tell you about our events and activities unless you ask us to stop.

We may also inform you about events and activities organised by other organisations where we think the events will be of interest. We will use our judgement and discretion to decide which events not organised by us that we tell you about.

Please bear in mind that we will usually only contact you in the way we do now. This will usually be by email (if you have provided us with an email address) or by post.

People who have provided us with an email address will receive information from us more frequently than people who have only provided us with a postal address. This is based primarily on the costs of printing and postage but can also be due to the fact that we sometimes receive information from others at very short notice and there is no time to issue postal communications to members.

Very rarely, we may need to contact you by telephone but this would usually only be to let you know about late changes to our events where an email or letter may not reach you in time.

### **Your consent**

**GDPR requires us to obtain and store your freely-given consent to store and process your personal data for DEHS administration. We invite you to complete and return the Consent Form, either by post to DEHS, 9 Ash Road, Tring, Herts HP23 4JB, or to scan/photograph it and email it to [info@dehs.org.uk](mailto:info@dehs.org.uk)**

**Please keep a copy of this new policy for your records.**

*Dr Phil Judkins,*

Chairman, Defence Electronics History Society

1 June 2018.



**GENERAL DATA PROTECTION REGULATION  
PERSONAL DATA CONSENT FORM**

I agree to my personal data – name, address, email address (where given), telephone/mobile number, subscription and voluntary donation payments, event bookings including any dietary requirements, past experience/ special interests where provided on my application for membership or otherwise and my signed GDPR Consent Forms – being stored and processed by the Defence Electronics History Society for the purpose of membership administration and management of events.

I also agree that any photographs taken at Defence Electronics History Society or related events, either of me individually, or in a group, may be stored and published in the DEHS electronic newsletter *eDEN*, the DEHS Journal *Transmission Lines*, or published on DEHS websites and DEHS social media. I understand that publication will be without my name attached to the photograph unless I have given explicit written consent to such naming. I confirm also, for the avoidance of doubt, that photographs already stored and/or published may continue to be stored and used.

**SIGNED:** ..... **NAME:** .....

**DATE:** .....