

## LEICESTER LOCAL YHA POLICY FOR DATA STORAGE & USE

To comply with GDPR legislation from May 25th, 2018.

### WHAT WE STORE

The details which we currently hold for you, if available, are your:

- Name,
- Address,
- Email,
- Telephone number,
- Mobile number,
- Contact preferences,
- Membership status,
- Login details.

We do NOT keep any financial or banking details, these are on the banks' secure servers only.

### WHERE WE STORE IT

Your details are kept securely in a password protected location on our server.

In the unlikely event that our security is breached, you will be immediately informed by one or more of: email, phone, text, letter.

### HOW WE USE THIS DATA

By email, phone or post we:

- contact members on group administrative business,
- inform members of new events or changes to current events,
- inform members of group related news,
- inform members of urgent business requiring fast response,
- make necessary contact details available to event organisers for the sole purpose of administering their event.

### NOTES:

- \* We will only process your data in connection with the activities listed above and for any legal or regulatory requirements.
- \* Information processed for contacts based in the European Economic Area (EEA) will not be transferred outside the EEA without getting your permission to do so first.
- \* We will never sell your data, nor share it with third parties for marketing or any other purposes.

### WHO CAN ACCESS THE DATA

Full access is restricted to executive officers via login.

Contact details are made available to event organisers only for those members on their event.

### RETENTION POLICY

We will continue to hold your data safely and securely until:

- You ask us too remove it from our database,
- or You have not been active on group events for three (3) years [unless you specifically ask to be kept on].

### GDPR REQUIREMENT

To comply with the new regulations we must now have your permission for us to continue holding and using your personal details.

This will be via simple email or signing your name on a form at an event or a monthly meeting.

Anyone missed by the 2018 AGM will be sent a request with that AGM mailing.

New members will be able to do this on a revised membership form.

You can withdraw your permission for us to hold and use your details at any time by contacting a member of the management committee and asking to be removed.

You can ask for either:

1. Only your name as a member of the group and a contact method of your choice to be held in our records.

This will not be passed on so you will be responsible for contacting event organisers on events you want to join.  
or 2. To be completely removed and no longer be a member.

## HELP

We hope this clarifies the way we store and use your data.

If you have any questions regarding this policy please contact a member of the Management Committee.

LLYHA Management Committee

Alan Summers (Chair)

Liz Kemp (Secretary)

Dave Self (Treasurer)(Membership Secretary)

Chris Hunt (Webmaster)

John Spiers (General Assistant)

Boh Wasyliw (Event Coordinator)