

BRADFORD FAMILY HISTORY SOCIETY

DATA PROTECTION POLICY

Approved (5th April 2018)

Bradford Family History Society places great importance on the privacy of both our members and others. This policy covers the protection of Member's privacy and data in accordance with the 2018 General Data Protection Regulations (GDPR). The regulations apply to automated (computer based) and manual filing systems.

Information Collected

The Society only collects contact details for members (including committee members) and speakers. The Society does not collect member's or speaker's financial data. Contact details will include, but not necessarily all of the below details:

1. Title
2. Name
3. Address
4. Email Address
5. Telephone Number (Landline and/or mobile)

Bradford Family History Society also collects the following information for members.

1. Membership or Subscription Type
2. Date of Start of Membership
3. Renewals Date of Membership

The Information is collected via the following:

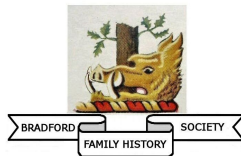
1. Membership Forms – which are securely destroyed once the membership has been completed.
2. GENfair – www.genfair.co.uk, an online shop for Family and Local Historians
3. Paypal (through the Society website) – www.bradfordfhs.org.uk

The information is stored on Society and Personal Laptops in a database or as files, plus on the Society website. The main storage area for members details is the Members Database which is held on the Society Laptop and kept by the Membership Secretary. No one else can access the Members database. Only those individuals with Administration rights can see members details on the website, this information is not available to the public or other members.

Only certain Committee Members have access to the information, namely the Membership Secretary, Treasurer, Chairman, Speaker Finder and Magazine Editor. The Web Host and Web Developers maintaining the Society website also have access via the website.

The information is only used for Society business namely:

1. To produce, organise printing and sending out of the Society quarterly magazine. In order for this to be achieved the name and address details are sent to the printers to produce address labels. Changes to members details will be printed in the centre of the Society magazine but will not be included in the on-line version.
2. To maintain members subscriptions.



3. To allow members access to the Members Only area of the Society website.
4. To contact individual members from time to time on Society Business such to answer complaints, enquires from members, offer condolences on bereavement or to enquire the reason for non-renewal of membership.
5. To include Members' Interests on the Society website, enabling members to contact each other when their interests coincide.
6. To arrange the annual speaker programme.

The Information provided will never be passed onto other third parties, unless specific permission has been received from the member or speaker affected. The information will also never be used for any other purpose other than Society business.

All Members must give permission for their details to be used as above. A form will be included in the Membership Welcome Pack for that purpose.

The above details are summarised in Appendix A – Data Protection Matrix

Removal & Change of Information

Members' and Speaker's details will be changed within 1 month from when the Society is made aware of any changes.

Members' and Speaker's details will be securely removed from the Membership database and the website within 1 month of the members or speaker asking in writing for that removal. The members will be made aware that this will prevent them accessing the Member's Only area of the Society website and also receiving the quarterly magazine.

Member's details will also be removed within 1 month of the Society being informed of a member's death.

In the event of a membership not being renewed, the member's details will be will be securely removed from the Membership database and the website within 3 months of the renewal date (normally 1st January).

Members' details will only be kept while that individual is a fully paid up member. Speaker's details will be kept indefinite in order to organise the Society programme.

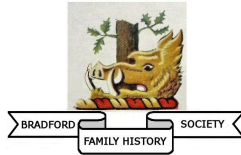
Committee Members

Committee members details will be circulated between all committee members for use in Society business.

The Treasurer may hold committee member's financial details in order to pay expenses and honoraria payments via bank transfer.

Member's Interests

On joining the Society members can have their interest in particular surnames added to the Members' Interests Database held by the Membership Secretary and on the Members Only area of the Society Website.



These are submitted on a form included in the Membership Welcome Pack to be added to the Members Interest Database by the Membership Secretary. The forms will then be securely destroyed.

These interests together with a search facility will appear in the **Member's Only** section of our website. Members will only be identified by their membership number, and no contact details will be visible. Contact between members will be via electronically directed emails, which themselves will contain no contact details unless included by the member making the request.

Access to the Members Only Area of the Society Website

A member will need to be a fully paid-up member of the Bradford Family History Society before they gain access to the Members Only Area.

Access to the area will be via user name or email and password, that will be sent either automatically (if the member joins the Society via Paypal / Society website) or via the Membership Secretary (if the member joins via GENfair or by a printed membership form).

Electronic Data Security

The Society takes the protection of Member's Details very seriously and the following safeguards have been put in place to protect that data.

Society Laptops / Computers

1. The Society has taken out appropriate Indemnity Insurance against cyber-attacks on Society websites or the loss of laptops used for Society business.
2. Society Committee Members and Officers will ensure:
3. That all reasonable precautions are taken to prevent the loss or theft of electronic devices such as laptops used for Society business
4. That each laptop used for Society business has up to date anti-virus software and a Firewall
5. Run regular virus and security scans on all laptops used for Society business, at least once a month
6. Use encryption on all files containing Society personal and sensitive data
7. Backup Society personal and sensitive data to a separate device (memory stick; hard drive) at regular intervals. These backups to be encrypted.
8. All Society Laptops must be strong password protected and the password to be changed every 90 days
9. Any member's details passed to another Committee Member for Society Business will be password protected and securely deleted once the action has taken place.

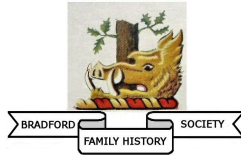
Website

The website is hosted by GoDaddy using the Ultimate WordPress website package.

It is split into databases (that hold personal information of members) and site files (which hold non-sensitive content such as page text and images).

The website has a SSL certificate. This means SSL encrypt the databases and site files as it moved between the server and a browser, ensuring that it is secure at all times.

The databases are encrypted to a high 256-bit standard and held on the GoDaddy servers. They are fully protected, with scheduled backups and security updates are performed automatically.



Site files are kept secure by:

1. Automatic WordPress core software and security updates
2. Free daily backups and 1-click restore
3. 99.9% uptime promise
4. Regular malware scans and removal

Access to Administration of the Website

Access to the website via Administration rights is strictly limited. These individuals must be a Committee Member, Web Host or Web Developers known to the Web Host.

The individuals will only have Administration access in order to:

1. To add, delete or change membership details (usually the Membership Secretary)
2. To edit web pages such as but not exclusive – news items, meetings, programme, and calendar
3. To develop new facilities as requested by the Society Committee
4. To Maintain the website and answer queries from the committee members engaged in editing web pages.

Cookies

Our website is an interactive one and therefore you may receive cookies. A cookie is a small file placed on your computer which helps increase efficiency in interactive sites. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser to decline cookies if you so wish.

For further information on the use of our cookies please see the separate document on Cookies available on the Society website or from the Chairman.

Information Officer

As part of the GDPR an Information Officer will be appointed from the Committee members. Their responsibilities will be:

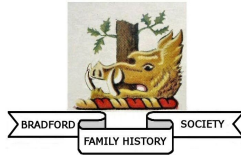
1. To maintain a list of categories of Personal & Sensitive data, who has access to it, who maintains it & how it is protected
2. Ensure the Society's policies are kept up to date, available to all members and reviewed at regular intervals
3. To ensure that the Society follows all Policies
4. To ensure that any Data Breach is handled correctly and complies with GDPR requirements
5. To ensure that members know what details we keep, how we use them and how they can be removed

Data Breach

A Data breach is the unauthorised damage, loss or disclosure of members' details.

When the Society is aware this has occurred then the Information Officer must:

1. Together with relevant committee members (at least the Membership Secretary and Chairman) assess the impact of the breach
2. Ensure measures are put in place to lessen any impact
3. Inform the Information Commissioners Office within 72 hrs if the members rights and freedom have been compromised
4. If the impact is deemed high arrange for all members to be informed
5. Ensure measures are put in place to stop the breach happening again



Publications

In creating a publication, memorials placed on public view will be transcribed in their entirety. As these are already on public view, this does not invade any privacy.

Transcription of parish and non-conformist registers is limited to those entries not containing information about a living person and which are unlikely to cause resurgence of a recent trauma. In general:

1. Baptisms: no records less than 100 years old are included
2. Marriages: no records less than 80 years old are included
3. Burials: no records less than 20 years old are included

Some variation on this may need to be considered – e.g. Cut off point in a register, completion of a family unit or closure of a graveyard. The relevant church will be involved in any decision.

Changes to the policy

Bradford Family History Society has the right to update this policy. We encourage you to review this policy periodically so as to be informed of how we are protecting your information.

Review of Policy

Policy to be reviewed February 2020