

Bedfordshire Family History Society



Data Protection Policy

Reviewed by: Cathy Friend

Date: May 2024

Ratified:

Next Review Date: May 2025

BEDFORDSHIRE FAMILY HISTORY SOCIETY (BFHS)

DATA PROTECTION POLICY

About BFHS:-

BFHS exists to promote the study of family history.

BFHS members receive 4 journals per year and are entitled to attend the society meetings and to use the society's library. They also have access to the 'Members Only' area of the society's web site; this will shortly include the list of members' surname interests. Members can have their members surnames interests published in the BFHS Journal and / or included in 'Members Only' area of the web site.

To administer the above members' benefits BFHS maintains a membership database, which is stored on MS365, and charges an annual membership subscription.

BFHS produces and sells a range of material to assist those researching family history. This service is available both to members and non-members.

An expert member of BFHS carries out family history research for others for an hourly rate, payable to BFHS. This service is available both to members and non-members.

BFHS occasionally organises outings to the National Archives or other places of interest.

BFHS is occasionally an exhibitor at family history fairs.

Where do we (BFHS) store personal data?

We do not have any paid staff or any form of office premises. With the exception editing the Journal, which is done by a professional, the functions of the society are carried out by volunteer post holders who process and hold the data they use either on their own computers or saved in the cloud using MS365. These computers are not networked. Each volunteer only holds the data they need for their activity. The membership database is now stored on an online database so these details are no longer saved on the membership secretary's laptops.

If data is transferred between volunteers the methods available are:-

- Electronic data is stored on SharePoint and shared via MS365.
- Emails are sent using outlook of MS365

Do we share personal data with anyone outside BFHS?

We do not supply the personal data that we hold to anyone outside BFHS except –

1. Where it is needed by the independent examiner in his inspection of our financial records.
2. Where it must be supplied to HMRC.
3. Where we are required to do so by law.
4. Where the person has given his / her permission and then only for the purpose specified; (e.g. if a member gives permission for his / her 'Members Surname Interests' to be published).

Security and backup

As volunteers are working in different places the BFHS has invested in switching to MS365 so all personal data is stored on SharePoint. Any copies of personal data downloaded to volunteers' laptops for processing reasons, are then deleted once it has been uploaded back onto MS365.

Data retention period and Data destruction

Data is only retained for the time during which it may be legitimately needed or longer where it may be of further use for the benefit of the subject. This time varies between the activities for which the data is provided; it is set out in the appendices.

When no longer needed data must be destroyed in a manner that does not allow it to be recovered. As the BFHS now uses MS365 there are no longer any backups saved to memory sticks held by volunteers.

Personal right to have data removed or corrected

If a person asks for his / her data to be removed from our records, then that data will be destroyed within 1 calendar month of BFHS receiving the instruction. Any exceptions to this are set out in the appendices.

If a person asks for his / her data to be corrected, then that data will be corrected within 1 calendar month of BFHS receiving the instruction. Care will be taken that all the volunteers who hold that item of data correct their copy.

The procedure for ensuring that the above is done completely is set out in the appendices.

Obtaining consent to process and hold personal data

All forms we issue to receive information from members or others will contain or will be accompanied by a statement that:

1. Explains how we will use that information.
2. Makes it clear which of the information is optional and which is essential in order to provide the service they are requesting.
3. Explains the person's rights under GDPR
4. States where this Data Protection Policy can be seen.

There is a copy of each of these forms in an appendix.

Review This policy is reviewed annually.

REVISION HISTORY

Issue 1, produced by Noel Evans, 23 May 2018

Updated to issue 2 by Noel Evans 15 March 2019

Updated to issue 3 by Cathy Friend 17 November 2023

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