



## ROYAL AIR FORCE HISTORICAL SOCIETY

Registered Charity No 299029

### **THE SOCIETY'S POLICY IN THE CONTEXT OF THE GENERAL DATA PROTECTION REGULATION**

The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. It has implications for how we handle your data and how we communicate with you in the future.

The Royal Air Force Historical Society (RAFHS) 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, since 25 May 2018 we have been obliged to tell you how the RAFHS handles your personal data and to explain how the changes will affect you and your relationship with the RAFHS in the future.

#### **The Society's Policy on Data Protection**

Personal data is any information about you which allows us to identify you. The RAFHS keeps some or all of 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, if provided when applying for membership of the RAFHS
- 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
- In addition, we may have retained mails that you have sent to book events or ask questions about the Society and its activities.
- We may hold ID photographs of you for use in the Journal and/or taken at RAFHS events.

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

Your personal data is stored, password protected, on PCs/laptops operated by members of the RAFHS Committee on a 'need to know' basis: that means information is routinely held only by the Membership Secretary, the Treasurer and the Editor, but may also be accessed, via them, by the President, Chairman and any Committee member organising an event.

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

Our current policy (as above) can be viewed on the Society's website

We shall assume that you accept this policy unless we hear to the contrary from yourself.