

DATA PROTECTION

There have recently been some changes to the data protection rules and we are required to inform you of what information we keep, how we keep it, what we do with it, and how long we keep it.

MEMBERSHIP SECRETARY - Information kept about our **MEMBERS**

Name, address, telephone number and possibly email address. This is kept on a computer and is printed off for recording purposes by the Membership Secretary. If a member fails to renew their membership, the details are removed from the computer and consequently any further print outs.

SHOW SECRETARIES - Information kept about our **EXHIBITORS** (Members and Non-members)

On the entry form will be the name, address and telephone number. These forms are kept by the Show Secretary and are destroyed after one year. In our show record book, we have the exhibitor's name only. Telephone numbers of trophy winners will be kept in order to contact them for return of the trophy. We will keep the winner's name for years to come and, of course, it will be on the trophy.

TRIP COMMITTEE - PASSENGERS on our trips (Members and Non-members)

When people book on our trips, we ask them to fill in a booking form which we keep until the trip and then it is destroyed. This is just name, address and telephone number for contact purposes.

All information is kept for contact purposes by the Society.

Addresses and telephone numbers are given to other members on a need to know basis and at the discretion of the Membership Secretary.

The membership list is given to the auditor but in a reduced form. No detailed addresses are given, just the name and post code.

None of this information is given to other agencies.

Please let us know if you have any concerns about this information.

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