

# **Lincoln Record Society**

## **Data Protection and Information Security Policy**

On 25 May 2018 most processing of personal data by organisations will have to comply with the new EU General Data Protection Regulation. This Policy sets out the personal data the Lincoln Record Society collects and the mechanisms by which it seeks to process further, manage (including destruction) and store that data, in order to comply with this legislation and fulfil the contractual agreement between Society and member with regard to the benefits of the subscription. It also outlines procedures for review and revision in line with future legislation.

1. The main form of personal information collected, managed and stored by the Society relates to its members and comprises their full name (individual or institutional), subscription details, email address (where supplied), postal address and telephone number (where supplied). Subscription payment records are also maintained.
2. Personal data regarding membership and subscription is collected in the context of joining the Society via the membership application form, online or in print; all forms are processed by the Honorary Treasurer, and membership and subscription data is stored in Word documents, one for each member, on a secure system managed by the Honorary Treasurer.
3. Permission to process and store personal data is explicit in members submitting this information on their membership application form. It is processed in order to meet the obligation the Society has in fulfilling subscriptions.<sup>1</sup> Updates to this information should be provided by members to the Honorary Secretary or Honorary Treasurer via email addresses provided on the website. Consent is routinely sought when the Society wishes to contact its members on matters other than their membership. Consent can be withheld or withdrawn at any time by contacting the same officers, and this will not be a bar to membership.
4. Other personal information requested from members includes:
  - a. A register of members' names taken at the Annual General Meeting. This is maintained by the Honorary Secretary for historical purposes in line with the Society's charitable objectives and is not shared.
  - b. A separate list of email addresses of those members who have given their express written consent to receive the Society's Mailchimp mailshots from the Communications Officer. New members who supply email contact details explicitly sign up in writing to receive such communications as per the membership application form. Data regarding new members to the list is updated and managed by the Honorary Treasurer and Communications Officer, the latter of whom has password-protected access to the Mailchimp list.

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<sup>1</sup> The processing of personal data in this context is defined and limited by Schedule 2 of the Data Protection Act (1998), which states, amongst other criteria, a principal condition for processing personal data is 'That the processing is necessary either in relation to a contract that the individual has entered into, or because the individual has asked that something be done so that he can enter into a contract'. See also the Information Commissioner's Office, Data Sharing Code of Practice ([https://ico.org.uk/media/for-organisations/documents/1068/data\\_sharing\\_code\\_of\\_practice.pdf](https://ico.org.uk/media/for-organisations/documents/1068/data_sharing_code_of_practice.pdf)).

5. Data supplied by members is shared with the Society's publisher, Boydell & Brewer, in order to fulfil the subscription. Only names and postal addresses are shared by the Honorary General Editor. Boydell & Brewer have their own Data Protection policy, which is compliant with the new General Data Protection Regulation.
6. Information held on non-members is twofold:
  - a. Data gathered in the context of entering into a contractual relationship between the Society and prospective editors of volumes, or applicants for grants, and their referees. This data is collected and maintained by the Honorary General Editor in order to assess the feasibility of grants and prospective volumes, and in bringing such endeavours to fruition; it is shared only with members of the Finance and Publications Committee so that the Committee can discharge its duties in line with the charitable objectives of the Society. This data consists of name, postal address, email and telephone contact details. It is securely stored for the express purpose for which it is collected, and is reviewed for retention on archival grounds. Data deemed unnecessary for documenting the history of the Society is destroyed.
  - b. Contact details supplied by individuals who register for the Society's conferences and book launches. This is collected by the relevant officer(s) of the Society in charge of the event and is only maintained and stored for as long as the information is needed to expedite that event, after which it is securely destroyed. Limited data is only passed to a third party in a specific circumstance related to the individual concerned and only with that individual's express written consent (i.e. details concerning specific dietary or access requirements to a conference venue).
7. The Officer responsible for data management and security is the Honorary Treasurer, who acts as Membership Secretary and to whom all queries and requests should be addressed.
8. Subscription payment data is held for as long as the subscription is active; it is destroyed by the Honorary Treasurer within six years after the subscription has expired. The details of non-members are held only as long as they are required for expediting the Society's business for which such data was provided.
9. Future requests for data from members, prospective members or non-members will be made in writing.
10. The Data Protection and Information Security Policy will be regularly monitored by the Finance and Publications Committee under guidance from the Honorary Secretary. An annual review will be submitted to Council for ratification and / or modification. Revisions required by legislation will be ratified by Council.

Paul Dryburgh, Honorary Secretary  
18 April 2018