**Berks Bucks & Oxon Area of NAFAS**



**Data Protection Policy – Issue 2**

The General Data Protection Regulations (GDPR) is a Europe-wide set of regulations effective from 25th May 2018. This policy defines how the BB&O Area of NAFAS complies with GDPR. The BB&O Data Controller is the Area Secretary.

The personal information referred to in this Policy may include name, contact details, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of the Area. This data is freely given by individuals for the purpose of communication within the area. Any individual who wishes to know what personal data the Area holds about them, or wishes their data to be removed, should contact the Area Secretary at [secretary@bbandoflowers.org.uk](mailto:secretary@bbandoflowers.org.uk).

No personal data will be passed on to outside organisations, except to NAFAS for the purpose of communicating NAFAS related information.

The Area collects and holds personal information about:

1. The Area executive committee, members of JDSE and others involved in area management. The information is distributed electronically to clubs and a subset of contact details is available on the Area website.
2. Club Officers. Contact details are collected via a ‘Club Record Form’ which is sent at least annually by post or email from a club secretary to the Area Secretary. The data is held on an Access database, maintained by the Area Secretary on the Area laptop, periodically backed up to a secure location. The data is used only to correspond with relevant club officers on NAFAS or Area related matters. Email distribution lists are maintained on the area laptop for sending area related information using Blind Copy (BCC). Details of club officers will be circulated as required to the Area executive committee and others involved in area management.
3. Club Contact Details on the Area website. To encourage new members and visitors each club is encouraged to nominate one officer whose phone and email contact details will be on the club page of the area website. Email addresses are ‘hidden’ behind the name to minimise opportunities for screen scraping software picking up such email address. This information is collected via a form sent from the individual’s email address
4. Newsletter subscribers. Users can subscribe to the electronic newsletter by recording their name, email address and clubs that they belong to. This is a voluntary system and users can unsubscribe at any time, at which point their data is deleted.

Information may be retained for historical purposes, except for item 4 above.

This policy will be reviewed annually for compliance with GDPR.