

Harlow War Memorial Institute – GDPR Statement

In relation to the information held and displayed for Harlow War Memorial Institute which, from here on, is referred to as HWMI.

Information in the public domain:

Website:

HWMI website, www.hwmi.co.uk, contains no personal details of HWMI staff, committee members or general members.

The website administrator does not have access to personal details of HWMI staff, committee members or general members.

Notice Boards:

External notice boards do not contain personal details of HWMI staff, committee members or general members.

Advertising:

Personal details of HWMI staff, committee members or general members is not contained in any advertising such as local newspapers, magazines or flyers.

Information held elsewhere:

HWMI – Staff:

Information held - Full staff names, addresses, telephone numbers and National Insurance numbers.

HWMI – Committee members:

Information held - Full name, date of birth, address, contact telephone number, email address (where applicable) and HWMI membership number.

HWMI – General members:

Information held - Full name, date of birth, address, contact telephone number, email address (where applicable) and HWMI membership number.

HWMI member's information is obtained on the *Harlow War Memorial Membership Form* and transferred to the HWMI desktop computer.

Permission for information to be held:

The *Harlow War Memorial Institute Membership Form*, used for both new members and annual membership renewal, includes the follow statements:

THIS MEMBERSHIP FORM AND PERSONAL DETAILS PROVIDED ARE THE SOLE PROPERTY OF THE HARLOW WAR MEMORIAL INSTITUTE, 15 GARDEN TERRANCE ROAD, OLD HARLOW, CM17 0AT

DATA PROTECTION & GDPR WE COMPLY WITH ALL THE STATUTORY REQUIREMENTS OF THE DATA PROTECTION ACT 1998 AS WELL AS GENERAL DATA PROTECTION REGULATION AND ALL YOUR PERSONAL INFORMATION IS CONFIDENTIAL AND SECURE.

YOUR INFORMATION WILL NEVER BE SHARED OR SOLD TO ANY THIRD PARTY

Security:

Information is held within the office at HWMI either on paper or electronically on the HWMI office desktop computer and security entry system computer located in the office behind the bar.

When unattended, the office is locked with only the HMWI Treasurer and Administrator having the key to the office. The bar is never left unattended by staff. The HWMI office desktop computer is password protected with only the Administrator knowing the password.

The HWMI security entry system computer is password protected with only the bar manager knowing the password.

The passwords are also held securely in the HMWI Treasurer's safe, located in the upstairs office, in case of emergency. Only the HMWI Treasurer has a key for the safe.

Computer backups are saved on a memory stick which is retained in a locked cupboard in the HWMI office. Only the administrator has a key for the cupboard.

Retention of information:

Information held on paper is kept securely in the upstairs office for a maximum of 12 months and is shredded when no longer required.

Additional notes:

Any other addresses held are that of businesses only and are therefore not considered a GDPR issue.