

Gloucestershire Humanists, the “Group” GDPR Statement – February 2024, the “Document”

Background

We take seriously your right to privacy and use our best endeavours to follow the 2018 General Data Protection Regulations (GDPR).

We do our best to safeguard your information and never pass on anybody’s personal data to third parties *or* to other Group Members / Supporters without explicit permission having been given.

This Document is valid from the date shown in the document header / title. It will be reviewed by the Membership Secretary on an as-and-when basis and any changes needed will be proposed to the Committee for approval during a regular committee meeting. The latest version of the document can be found on the Group’s website.

Our reasons for collecting and holding data

As a membership group, our legal reason for collecting and holding data is **legitimate interest**, i.e. to keep members and supporters informed of the group’s activities and to inform them about related issues concerning humanism and/or secularism.

We also seek **explicit consent** to collect and hold data (see our Membership Form) about the humanist activities of Group Members.

Data collected

In line with data protection principles we collect as little data as possible to fulfil our function as a community group.

We have two categories of people involved with the Group:

- **Members** those who have paid the annual subscription to join the Group for that year. (Our membership year runs from March-February).
- **Supporters** are those who have not joined the Group but who have opted to receive information from us, and who we hope will consider joining at some point in the future.

The data we collect and process is therefore different for each group of people:

- **Members:** name, address, phone numbers, email address, and photo use permission plus your activity as a humanist as may be collected via the annual Membership Form
- **Supporters:** name and email address only

Permissions: How we ask for your permission or individuals can remove that permission.

Members will be asked to complete a Membership Form once a year when they renew and pay their annual membership subscription, typically in March at the start of a new membership year. New Members joining the Group mid-way through a membership year will be asked to complete a Membership Form at that point. The form is available on the Gloucestershire Humanists website and is part of the subscription renewal process. [Click here](#) to go directly to the membership page of the Gloucestershire Humanists' website.

On that form we ask you to give your permission to us to hold the data, in the way defined in this Document.

Members can request at any time to be removed as a Member of the Group and rescind the above permission by emailing gloshums@gmail.com and making such a request. On receipt of such a request, the Membership Secretary will confirm if the individual wants to: remain a Supporter, if so see details on Supporter permissions below; or leave completely. If the latter, then such action will see the Member's details removed from all mailing lists and their stored data deleted, as defined below, and therefore all communications from Gloucestershire Humanists will cease.

Members who elect not to renew their membership at the start of a new membership year will revert to a Supporter, the Membership Secretary will confirm with the individual that this was the intention. The reversion will happen in the same period and in line with the definitions of how long we keep data defined below.

If Members use the link at the bottom of all Gloucestershire Humanist emails to remove themselves from the mailing lists, then they will be removed as requested and their stored data deleted, all communications from Gloucestershire Humanists will cease. They will however stay a Member of the Group for the remainder of the current membership year.

Supporters can elect to be added to the Group's mailing list from the membership page of the Gloucestershire Humanists' website as shared above. This elective addition to the mailing list will be considered as the granting of permission of by the Supporter for their data to be held by us.

Supporters can elect to be removed from the mailing list via email as discussed above for Members, or via the link at the bottom of all Gloucestershire Humanist emails. Such actions will see the Supporter's details removed from all

mailing lists, as defined below, and their stored data deleted and therefore all communications from Gloucestershire Humanists will cease.

To confirm we have permission from Supporters that they want to remain on our mailing lists we will every five years, starting in 2024, write to each Supporter seeking it. The Membership Secretary will do this in the same period and in line with the definitions of how long we keep data as defined below.

How we use the data we collect

We maintain records about membership (including in the Group's accounts) and to maintain a mailing list that we use to send emails to members/supporters to keep them abreast of the group's activities, events, and discussions. Typically, such emails are sent monthly. If needed, specific emails may also be sent on specific topics that may be of interest to members/supporters.

On the Membership Form we may choose to ask Members about their engagement with humanist activities e.g. their involvement in providing pastoral care, school speaking, dialogue training or celebrancy amongst other things. We will do this so we can form a picture of how active the group is out in the community. It will also allow us to connect people, only after asking permission first, where they are doing or trying to achieve the same thing.

Who has access to the data?

Our *data controller* is the Group's Membership Secretary, who in all likelihood will also hold one of the officer roles for the Group. To ensure the Group continues to meet the requirements of the GDPR this individual will, within six (6) months of their appointment to the role, undergo appropriate training. Evidence of such training shall be held alongside a copy of this GDPR Statement and will be made available on request to any members. Retraining will occur as and when the legislation around the GDPR changes.

Our *data processors* are up to three other members of the committee, usually including the Secretary and /or Treasurer.

Committee members are elected annually at the AGM, held in February ahead of the start of a new membership year, or co-opted through out the membership year as allowed for in the Gloucestershire Humanists constitution.

We will change the login details to any shared resources when committee members change, and require retiring committee members to delete any data they hold on their own devices.

How we keep personal data safe

The Master Electronic record* of Members / Supporters' details is kept on the password-protected laptop owned by the Membership Secretary. This device is equipped with up-to-date anti-virus software and regularly backed up to password protected hard drive and/or memory stick. (*an MS Excel spreadsheet)

A password protected working copy of the electronic record of Members / Supporters' details is also stored on a cloud based system i.e. Google Drive to allow those members of the committee defined above access to the data.

The data in the Master Electronic record is stored in the form of a mailing / distribution list, which are replicated in our MailChimp account.

We keep electronic records of emails / electronic Membership Forms confirming that Members and Supporters give permission for us to contact them. Note paper Membership Forms or letters, if submitted, granting the same permission are scanned and also stored electronically; the original paper documents are then shredded using a domestic paper shredder. These records of emails and forms are stored following the same rules as the Master Electronic record defined above. No working copy of these are shared with the rest of the committee.

Note: Membership Forms when submitted from the website are held on a server hosted and managed by Humanists UK, as defined by the Partnership agreement signed by the group. The Membership Secretary will endeavour to move those forms from that server to the storage locations defined above within a timely manner.

How long we keep data

We keep records for as long as the Member / Supporter wishes to receive information from us and we have permission to do so (see permission discussion above).

The Membership Secretary will, three (3) months after the start of the membership year, update the Master Electronic record of membership and record who has provided their permission. Within that three-month period the Membership Secretary will: i) send renewal reminders to Members, not yet renewing membership and/or not completing the Membership Form, advising that membership will lapse and they will revert to a Supporter*, if no action taken (see permission discussion above); and ii) every fifth year, as stated in permissions above, seek that permission from all Supporters. In the case of the second point Supporters will get one email seeking that permission, if they fail

to respond and give it, a second mail will be sent advising of their removal as a Supporter of Gloucestershire Humanists and from our mailing lists along with deletion of all their data stored by us.

*Note: A Member reverting to a Supporter in this manner will remain such until the next fifth year review by the Membership Secretary. The data collected about that Member over and above that held for a Supporter will be removed from our Master Electronic record, mailing lists and accounts when that reversion happens.

How we manage email lists

As noted, our major use of personal data is maintaining email distribution lists for communication purposes. There are two such lists, one for Members only and a joint one for Members and Supporters, both held on the Master Electronic record.

All email communication initiated from the Group will come from our designated email account: gloshums@gmail.com. The recovery email address for this is an Officer of the Group's personal email account.

We use Mailchimp to manage and to send messages. This ensures that no recipient can see the email address of any other. It also means that each message includes a 'unsubscribe' link at the bottom which automatically removes the user's email address from that mailing list see permissions above. The Membership Secretary is responsible for ensuring that the Mailchimp mailing list and those on the Master Electronic record align and reflect the permissions received from both Members and Supporters.

Removing your data

To repeat, anyone can have their personal data removed from our records at any time.

We will endeavour to respond to any written request (email gloshums@gmail.com) within seven (7) days.

In the event of a data breach we would refer the matter to the Information Commissioners' Office.