



Norwich Engineering Society

General Data Protection Regulation (GDPR)

Preamble

From 25th May 2018, GDPR becomes part of English Law with which the Norwich Engineering Society (hereafter NES) must comply. This document is a statement of compliance.

Part I – Policy

The NES is a not-for-profit organisation which has a Membership that is approved by its Council. Members qualify by nature of their engineering career, academic achievement, membership of professional engineering bodies or personal interest in engineering. NES offers individuals three levels of membership: "Student", "Ordinary" and, for those 65 years of age and over, "Senior".

NES retains personal data for each Member that includes a physical address and electronic communication addresses or numbers as well as the nature of their Membership. The lawful basis for holding and processing this data is 'legitimate interest' as it is necessary for the effective and efficient operation of the NES, such as organising the various activities including talks and visits and the distribution of information about the Society. as well as the collection of subscriptions.

Data is provided by Members as part of their application or membership renewal or direct NES activities; Members are requested to inform a data controller (either the Membership Secretary or the Treasurer) of any changes in their personal data order so that this is as up-to-date as possible.

NES **will not** share personal data outside the Society except where it is required to do so by law, or by Members who have given consent (for example as part of a visit permission list).

Members' personal data is stored using an encrypted electronic database. Members can see their data or ask for it to be edited or deleted; however, once deleted membership of the NES ceases. Data will be retained for a lapsed member (annual subscription overdue) for a year and if no further contact is received it will be deleted shortly after the following Annual General Meeting.

Part II – Options

The Society believes it is important for Members to share information with each other not only face to face, but by other modes of communication, as this fosters valuable discussions and often acts as a catalyst for future talks or visits. Following GDPR, Members will need to reaffirm their willingness to disclose sufficient personal information to allow this to take place at the level of their own choosing.

Traditionally, Members' names and telephone number are recorded in the Members' Yearbook, if this is to continue Members will need to grant permission when renewing Membership. Additional information such as membership of professional bodies and interests are optionally available in the restricted 'members area' of the NES web-site. The data Members choose to disclose is entirely within their control and Members can change what is viewable by logging into the Members Area and modifying the permissions within their personal profiles.