

## DATA PROTECTION & THE BRITISH HAIKU SOCIETY

**Agreed and adopted in compliance with General Data Protection Regulation, 25 May 2018.**

For continuity and regular referral by the Management Committee, as the British Haiku Society (BHS) has no regular physical office, and as members of the Management Committee change biennially, this Data Protection Policy will be lodged on the BHS website, under the heading Committee. Newly joining BHS Trustees will be inducted as to this policy.

1. The British Haiku Society (BHS) data information audit was completed on 21 April 2018.
2. BHS Lawful Basis of Data held is Legitimate Interests.
3. BHS Membership Secretary is our Data Protection lead aka Data Protection Officer.
4. The following BHS Trustees (Management Committee members) shall hold full detailed membership information list (name, postal address, email): Membership Secretary, President, General Secretary, Treasurer, Newsletter Editor, Journal Editor. All Trustees who hold individual members' data will confirm that their computers are covered by security such as McAfee, Norton or similar.
5. BHS uses personal membership information to fulfil the membership agreement by BHS standard methods of contact, including the quarterly journal by post, and, by email, the quarterly newsletter and occasional notices in the legitimate interests of BHS members.
6. Members consent to BHS Privacy Policy and Privacy Notice is obtained and recorded by the Membership Secretary in the Membership Application Form, Membership Confirmation Form and annual Membership Renewal Form.
7. BHS will not share members' personal data with third parties for marketing or similar purposes. BHS would only divulge members' personal data if legally required to do so. Any breach of members' personal data held by BHS will be notified to members and remedied with immediacy.
8. The BHS general membership will receive annually a Members' Open List listing name, email address and country. This is circulated to paid-up members only. Any member can request to be Ex-Directory so as to not appear on the Open List. Any member can request to receive all BHS communications by post instead of electronically. Any member at any time can request to change or remove personal details held by BHS, or to receive no communications from BHS. Requests for changes in BHS standard methods of contact can be made via the Membership Secretary at [membership@britishhaikusociety.org.uk](mailto:membership@britishhaikusociety.org.uk)
9. Except for official Management Committee communications, BHS members are forbidden to use the Members' Open List for mass-mailing of any kind, or to share this list with non-members.
10. When personal data is no longer required, or requested by an individual to be removed or amended, all who hold this information will destroy or amend it on instructions of Membership Secretary. All BHS Trustees who hold members' data will

destroy it after 3 years maximum, and upon leaving office. Compliance to be reported to Membership Secretary.

11. The agreed BHS Privacy Notice for members is lodged in Committee meeting minutes of 21/04/2018, notified in the brief newsletter in May 2018, and displayed in the BHS website and Members' Handbook.

### **PRIVACY NOTICE**

*The British Haiku Society (BHS) respects your privacy rights and is committed to protecting your details and the information about your dealings with BHS. Your details will be processed fairly and lawfully to satisfy your agreement when becoming a member of BHS and in accordance with the Society's legitimate activities. This will ensure that you receive the quarterly journal by post, and the quarterly newsletter and occasional notices in the legitimate interests of Society members by email. Your contact information will be included on a Members' Open List that is circulated to paid-up members only.*

*Members' details will be kept safely and any member may request to change personal details, or to be removed from the open mailing list and become Ex-directory, or to receive no communications from the British Haiku Society by contacting the Membership Secretary at [membership@britishhaikusociety.org.uk](mailto:membership@britishhaikusociety.org.uk)*