

## **DRST GDPR May 18 Compliance Process**

1. The DRST Compliance Process applies to any data as described and collected which is held in either electronic and printed formats.
2. DRST will not use your data for any use other than to inform you as a member/course visitor of forthcoming courses or meetings, to inform you that subscription renewal is due and for the Membership Secretary to keep check on current membership and membership income.
3. DRST may use contact data in the event of an emergency occurring during an organised course or event (ie: NOK details normally collected at the start of the day and the list is destroyed on completion of the course).
4. DRST will at no time pass on your data to any third parties.
5. DRST will hold data on full members and also non-members who wish to attend courses only.
6. DRST will hold contact detail as follows:
  - Name and postal address
  - Email address
  - Telephone numbers (land and mobile)
  - Subscription detail - date paid and renewal date
7. Data is held by the DRST Committee but in practice this is normally only by the Membership Secretary and the Course Booking Secretary. All Committee Officers must ensure that data held is secure in the printed format and is protected by password protected computers and files if electronically held.
8. Should there be need to send group e-mails then the BCC function will be used to protect an individual's e mail address being shared with others.
9. Any data concerning a member whose membership has lapsed will be deleted after a period of two years.
10. Any person can ask to see the data which is held on them and they should make their initial request for this via the Membership Secretary.
11. DRST will endeavour to ensure data held is accurate and will correct errors as advised by individuals.
12. Should DRST ever cease to exist as an organisation then the Committee Officers charged with winding down the organisation will ensure all data is destroyed.
13. In the event of a data breach DRST will advise the ICO with in 72 hours.

14. On first becoming a member post 25 May 2018 individuals will be asked to agree to the following GDPR policy statement.

*DRST may keep a record of your contact details in accordance with the organisation's "DRST GDPR May 18 Compliance Process" . This data will not be divulged to any other organisation.*

It will be assumed that existing members agree to this policy concerning their data unless the Membership Secretary is subsequently advised.