

Information usage and protection in NEEMF

Roles and access policy

Information protection is the responsibility of the NEEMF Information Manager acting as Data Protection Officer. The information that we hold is used by the Treasurer, the Membership Secretary, and the Newsletter Editor.

NEEMF's policy is that no online information is made accessible to any third party, and the small amount of printed information we produce is only supplied to members. All our websites use the https protocol to improve security.

Data repositories

Information is held in the following forms.

Membership records

- A cloud-based database (the 'Zoho database') records name, address, telephone number(s), email addresses, instruments played and/or singing voice, date when subscription last paid, and Gift Aid status. This information is accessible to the Information Manager, the Membership Secretary, and the Newsletter Editor. Information about a member is deleted when that person leaves NEEMF.
- The same information is also entered on a physical file card. This information is accessible to the Information Manager and the Membership Secretary. The cards are stored indefinitely.
- Subscription payments are also recorded in a cash book, accessible to the Membership Secretary.
- Each year a directory of members is distributed to members in printed form. It is not distributed to anyone else in any form.
- The original paper application forms are held by the Membership Secretary. They are stored as long as that person remains a member.
- Requests to amend data records are met promptly by the Information Manager or the Membership Secretary.

Email discussion list

On joining NEEMF, new members are invited to join the discussion list, held as a Google group; this is an opt-in system in which new members have to click to accept an invitation sent by the Google groups software. They are removed from the list when leaving NEEMF, or upon request to the Information Manager. Each message distributed through the list contains information on how to unsubscribe. This discussion list is used to communicate matters thought to be of interest and relevance to members. The list is managed by, and accessible to, the Information Manager and the Membership Secretary. As this is a closed group, neither messages posted to the list, nor the list membership, are accessible to non-members.

'Information' list

A separate Google group is occasionally used to communicate news of upcoming events to non-members. People are added to this list only by giving explicit consent on a workshop application form. Each message sent to the the list contains information on how to unsubscribe. The list of email addresses is managed by an appointed committee member (Alice Brunton at the time of writing) and is accessible to the Information Manager and some members of the committee.

Neither messages posted to the list, nor the list membership, are accessible to non-members.

Workshop applications

Paper-based workshop applications are received by the organiser responsible for that workshop, who sends a collation in spreadsheet form or similar to the Treasurer to be held as part of the NEEMF finance accounts. The

applications record the name, address, and email address, and performance preferences. Our policy is that the paper forms should be thrown away after a period of between three months and a year.

Online applications are collated by form-collecting software; payment is processed by the Stripe portal and no record of credit card details is held online by us or by Stripe. Like the paper forms, the records of online applications should be deleted after a period of between three months and a year.

How information is used

Membership information is used for:

- requesting and acknowledging subscription renewals
- posting newsletters
- contacting members

Our legal basis for using it is explicit consent given by members.

Security

The computer-based databases are stored on cloud systems (Google, Zoho) that are believed to have high standards of security and back-up.

Transparency

The membership application form declares that “your details will be included in the members’ register and will only be available to other members of NEEMF”, with an option for details not to be included in the register.

This present document is available for inspection on the NEEMF website at <https://goo.gl/BD1DWW>

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