

# Information usage and protection in NEEMF

## Roles and access policy

Information protection is the responsibility of the NEEMF 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 supplied only 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.
- A subset of the same information is also entered on a physical file card. This information is accessible only to the Membership Secretary. The cards are kept for two years after a member leaves and then destroyed.
- Subscription payments are also recorded in a cash book, accessible only 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, including signed GDPR 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 Membership Secretary.

### ***Email discussion list***

On joining NEEMF, new members are automatically added to the discussion list, held as a Google group. They are removed from the list when leaving NEEMF, or upon request to the Membership Secretary. 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 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 some members of the committee.

Neither messages posted to the list, nor the list membership, are accessible to non-members of the NEEMF Information Google group.

### ***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](#) asks for the necessary permissions for data to be used, with a brief explanation of why it is required, together with an option for details that the member wishes not to be included in the register, and gives a link to this “Information usage and protection in NEEMF” document

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Revised July 2021.