



## **PD 03**

### **Policy on Maintaining the Confidentiality of Membership Data**

#### **1. Purpose**

- a) To fulfil the commitment to Member Groups that the information will only be used for the administration of the affairs of SGUK
- b) To comply with the Data Protection Act

#### **2. Arrangements**

- a) The membership data is only to be used for the administration of the affairs of the organisation
- b) Before membership contact data is released by the Secretariat, the person requesting information is required to give a written undertaking that they will abide by this Policy and ensure that the information will be treated as confidential and not released to any other unauthorised person or organisation
- c) The Secretariat shall obtain and record the written confidentiality agreements. In this context, agreement by e-mail is suitable and sufficient
- d) Data should be retained for a maximum of 6 months after membership ceases and contact details with groups updated regularly
- e) The information released shall be appropriate to meet the objectives of the request
- f) The Board, under the guidance of the Chairman, is responsible for monitoring, reviewing, and ensuring these arrangements are effective on an annual basis

#### **3. Scope**

- a) All elected Board and MC members have access to the Board and MC Contact Details, so all members of the Board and MC are expected to give their formal agreement to maintain the confidentiality of this membership data and an undertaking that it will only be used for the administration of the affairs of the organisation

Groups are expected to give formal approval to having contact with at least one member of their organisation on a regular basis. Anyone with access to these contact lists must respect the confidentiality of the data and not pass it on for any unauthorised marketing purpose

## **Statement:**

SGUK operates on a totally voluntary basis and without subscription. The ethos of this umbrella charity is to provide a focal point for all the member groups and to disseminate information on appropriate topics

SGUK is a 'not for profit' organisation which means that the group is exempt from registration with the Information Commission Office

We need to collect and use certain types of information about the members who come into contact with us, in order to carry out our work

This personal information must be collected and dealt with appropriately – whether on paper, on a computer or recorded on other material – and there are safeguards to ensure this under the Data Protection Act 1998 and any future legislation

## **SGUK Board and MC currently holds information on the following people:**

- individuals who are the designated contacts for the local groups along with some Chairs, Secretaries and Treasurers
- individuals who have contacted the organisation
- individuals who work in the field of Health and Safety and therefore by the nature of their role may be seen as potential members of local groups and visit the various exhibitions and conferences where representatives of the organisation may be present
- individuals who have responded to information published by the HSE (or other Health and Safety publications) in their events bulletin regarding meetings or conferences

## **SGUK may make contact with individuals in the future:**

- following discussions with our representatives at Health and Safety events
- by invitation to local group contacts
- by circulating electronic communications that includes interested third parties

## **SGUK currently holds the following personal information relating to contacts:**

- full name and surname
- e-mail address (work and/or personal)
- workplace name
- telephone numbers
- addresses, DOB and other personal details of elected trustees only as required by the Charity Commission

## **Personal Information is held in order to:**

- contact individuals on the activities of SGUK
- invite individuals to various meetings
- promote regional and national Health and Safety Events
- provide up to date information relating to Health and Safety issues

**SGUK does not request or store sensitive information about members or interested parties, such as details of:**

- racial or ethnic origin
- political opinions
- religious or similar beliefs
- trade union membership
- physical or mental health
- sexual orientation
- criminal record, unless this prevents a nominated person becoming a trustee

**SGUK stores information by electronic and written means as follows:**

- e-mail addresses are stored in various electronic address book/contact lists held by the secretariat at RoSPA and various Board or MC members
- individual names, workplace, e-mail address (and signature) are stored on hard copy attendance lists and later transferred to an electronic document
- individual names of attendees will be taken from any attendance lists to produce electronic communications

Members of the Board, MC and our Secretariat have access to individuals' personal information, as outlined above for business of the organisation only

Members of the Board, Honorary Officers and RoSPA Secretariat (as of July 2017) are as follows (surnames in alphabetical order):

George Allcock, Trustee  
Roger Bibbings (RoSPA)  
Lord Brougham & Vaux, President  
Mark Curry, Trustee  
Marcia Davies, Vice President  
Philip Grundy, Trustee  
Karen McDonnell (RoSPA), Secretary  
Steve Mullock, Trustee  
Cathy Nixon, Trustee  
Mike Nixon, Treasurer & Trustee  
Bob Rajan, Vice Chairman & Trustee  
Carolyn Reid (RoSPA), Admin Assistant  
Judith Richardson, Trustee  
Norman Stevenson, Chairman & Trustee

**Information is protected by members of the Board, MC and Secretariat by the following measures:**

**1. Information held by electronic means i.e. PCs/computers:**

- passwords are used on computers to prevent unauthorised access
- passwords are not shared
- selected passwords are changed at regular intervals
- computers are closed down when left unattended in areas where access may be gained
- information is transferred to others or between computers, when necessary, by e-mail or secure sharing programs e.g. Dropbox, WeTransfer, MailBigFile etc.
- portable USB sticks may be used for transferring documents to other computers or people but this is unlikely

## **2. Information held by manual means (i.e. handwritten; printed hardcopy):**

- written information is stored safely in a secure location when not in use
- information will not be left in an open environment
- when written information is transferred between locations, it will not be left unattended during transfer
- information will not be shared with third parties for marketing purposes
- information will only be shared with necessary people relating to group activities, such as access to attendance lists

In usual circumstances, such as advertising SGUK events, confirming places at various events, etc., the Bcc option (Blind carbon copy) will be used for sending multiple contact information by an e-mail message

Communication amongst more than five persons will normally be undertaken using the Bcc option to help minimise data collection by computer robots

In some situations however, e-mail addresses may be shared between local group contacts

Under no circumstances will e-mail addresses, names and workplaces be shared with third party marketing companies, external individuals or external companies

In the event that a third party wishes to make contact with a member of the group, the following safeguards will apply:

- e-mail addresses will not be provided by members of the Board, MC, or RoSPA Secretariat
- the e-mail address/contact number of the enquirer and reason for the request shall be noted
- a member of the Board, MC or Secretariat will contact the group member by e-mail and outline the nature and reason of the enquiry, with the enquirer's contact details
- the individual will therefore make the decision whether to make contact or not

Unfortunately, we are unable to prevent third parties or robots extracting such details from our website or from publications issued at exhibitions or events that allow local groups to be contacted with marketing information

There are expectations that anyone supplying such contact information will be confident, given the information in this statement, that personal information will be stored securely and used appropriately for SGUK business only

**Removal of information:**

However, SGUK Board, MC and Secretariat appreciates that some individuals may decide that they do not want their information held on any contact database or, on some occasions, to be shared by e-mail transmission with other members of the local groups

Members therefore, have the option of requesting that their information is removed from the database and no further contact, on behalf of the organisation is made

If any individual wishes to have their details removed from the various databases in use, please copy and paste the following request into a return e-mail and send to [contact@safetygroupsuk.org.uk](mailto:contact@safetygroupsuk.org.uk)

Please mark for the attention of the Board/RoSPA Secretariat, using 'SGUK Database Opt-out' in the subject line

Where possible personal e-mails from Board members or the Secretariat to external contacts should contain this option to unsubscribe. The Secretariat should maintain a list of anyone making this request and keeping the Board members updated

**REQUEST FOR REMOVAL FROM ANY SGUK/ROSPA DATABASE**

I request that my full details - name, e-mail address, and workplace – be removed from the your database

I understand that I will no longer be contacted by anyone from the SGUK Board or RoSPA Secretariat to inform me of the details of the organisations activities, meeting information and newsletters etc.

I understand that I may contact the Board or RoSPA Secretariat at any time to have my details put back on the database

**Name:**

**e-mail address:**

**Date:**

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