

# National Association of City and Town Sheriffs of England and Wales Cymdeithas Cenedlaethol Siryfion Dinas a Thref Lloegr a Cymru

## National Association of City and Town Sheriffs of England and Wales (NACTSEW) Data Protection Statement

NACTSEW requires some personal details from its members and individuals the organisation has a relationship with or may need to contact. This ensures that we can contact you, correspond with you, send you relevant information and makes it possible for us to monitor the current membership period's total numbers.

The full "NACTSEW Data Protection Policy" document is available on the website

NACTSEW takes the responsibility of looking after information seriously. We follow the data Protection Act (to comply with the General Data Protection Regulation ("GDPR") which came into force on 25<sup>th</sup> of May 2018) at all times when asking for or handling your information including:

- Personal data shall be processed fairly and lawfully
- Data is processed only for the purpose(s) for which it was collected
  - i.e. monitoring total member numbers for the current subscribed period, contacting members for CAS related reasons or to send members NACTSEW-related, other general astronomy-related and associated information of interest.
- Data is adequate, relevant and not excessive
- Data is accurate and kept up to date
- Data is not kept longer than is fair and necessary
  - NACTSEW will delete/ dispose of any individual's data three years after the last date the individual has any formal connections to the organisation
- Data is intended to be kept secure against unauthorised access and loss or damage;
  - Hard-copy paperwork is kept secure at an appointed committee member's residence
- Consent must be given by every member in the form of a signature (or their legal parent/ guardian or legally authorised signatory in cases of minors and those legally recognised, for whatever reason, as being incapable of signing such a document for themselves) demonstrating they understand and agree to the terms stated herein and in the NACTSEW Data Protection Policy document.
- All individuals must inform us as soon as possible to update changes to any data we hold about them by means of contacting any committee member through the established known list of contact details available.
- All information about the new GDPR is available at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>