

# THE ENGLISH CATHOLIC HISTORY ASSOCIATION DATA PROTECTION POLICY

## About this policy

- 1.1 Everyone has rights with regard to how their personal data is handled.
- 1.2 The General Data Protection Regulation (the "**GDPR**") strengthened and unified data protection for individuals within the European Union. It entitles individuals to access any personal data an organisation holds about them and gives them the right to know what that data is being used for and to whom it has been or will be disclosed.
- 1.3 The English Catholic History Association ("**ECHA**") collects, stores and processes personal data about individuals, including members of the ECHA.
- 1.4 This policy (the "**Policy**") sets out the basis on which the ECHA will process personal data we collect from data subjects or that is provided to us by data subjects or other sources.

## General statement of the ECHA's duties

2. The ECHA is required to process personal data in accordance with the GDPR and will take all reasonable steps to do so in accordance with the Policy.

## Data protection controller

- 3.1 The Membership Secretary of the ECHA is the data protection controller ("**DPC**") and will endeavour to ensure that all personal data is processed in compliance with the Policy and the GDPR.
- 3.2 Any questions about the operation of the Policy or any concerns that the Policy has not been followed should be referred in the first instance to the DPC.

## GDPR principles

4. Anyone processing personal data must comply with the GDPR. The GDPR forms part of the data protection regime in the UK, together with the Data Protection Act 2018.

## Personal data

5. The ECHA needs basic personal data about individuals to carry out our objectives and to provide what individuals may reasonably expect from us as members. That data consists of personal details such as names, postal and email addresses, telephone numbers, and areas of interest. We use this data to communicate with members and keep them informed of news, and past and future activities and events.

### **Processing personal data**

6.1 The ECHA's policy is to process personal data in accordance with the requirements of the GDPR.

6.2 The ECHA stores and processes members' personal data because we have a legitimate interest in doing so, enabling us to carry out the work we do and to provide members with information which they expect to receive from us. Accordingly, we have not considered it necessary in light of the requirements of the GDPR to write to members asking them to consent to the ECHA processing their personal data.

6.3 Members have the right to ask us for a copy of information we hold about them. They also have the right to ask for it to be amended or deleted from the ECHA records. The ECHA ensures that members' data is kept private and only used to carry out our activities.

### **ECHA communications**

7.1 The ECHA's communications (such as newsletters and details of forthcoming events) are what individuals would expect to receive when they became a member.

7.2 The ECHA is proceeding on the basis that, by becoming members of the ECHA, individuals agreed to receive materials from us (including electronically where they have supplied us with an email address) about our events and activities. However, if individuals would prefer not to receive communications from us, they can let us know by contacting us.

### **Timely processing**

8. The ECHA will not keep personal data longer than is necessary for the purpose or purposes for which they were collected and will take all reasonable steps to destroy or erase from its systems all data which is no longer required.

### **Data security**

9. The ECHA will ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data and against the accidental loss of or damage to personal data.

### **Protection**

10. People who process, store or use personal data on behalf of ECHA have a responsibility to ensure that the requirements of the GDPR are observed and they must comply with the Policy.

July 2018