



## **RETIRED STAFF ASSOCIATION**

### **DATA PROTECTION AND PRIVACY POLICY**

*(Adopted May 2018)*

#### **Introduction**

The University of Exeter Retired Staff Association ('UERSA') is committed to protecting the data it holds of its members, working in accordance with relevant data protection legislation. Members' data is used solely for UERSA activities. This policy explains how UERSA processes and uses the personal data it collects.

#### **Principles**

In line with the Data Protection Act 1998 principles, UERSA will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data.

#### **Data Details**

UERSA holds the following data electronically about its members:

- Name of member and, if appropriate, of a member's spouse/partner
- Address
- Telephone number (where supplied)
- Email address (where supplied)
- Subscription status
- Indicated preferences for UERSA special interest groups

UERSA will retain such data during the life of a subscription and for no more than one year following the cessation of a subscription.

## **Data Use**

UERSA uses the data held to communicate its activities to members through emails, newsletters and notices of special events; and also to respond to enquiries from members. Communications may be sent by email or post depending on members' preferences.

The database is used also to compile separate special interest group mailing lists comprising contact details of only those members who have specifically requested association with a particular group.

## **Membership Data Enquiries**

Any member whose personal information is processed by UERSA has the right to know: what information it holds and processes on them; how to keep it up to date; what we are doing to comply with the Act. They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as inaccurate. Any enquiries should be first directed to the UERSA Membership Secretary.

## **Sharing of Data**

Members' details will be used only for the purpose of providing members with information about UERSA and its activities and will not be released to any third party.

## **Data Protection**

Members' data is held securely by the UERSA Membership Secretary on the UERSA database.