

WEST END VILLAGE SOCIETY POLICY ON DATA PROTECTION

West End Village Society (WEVS) maintains a membership database. The database is maintained on an Excel spreadsheet controlled by the Membership Secretary (the Data Controller) on behalf of the Committee. It has details of members' names and addresses; whether they are pensioners; the subscription fee due and payment history, and email addresses where members have given them to the Society. This information is confidential to the Society. It is used for the collection of annual subscriptions, for distribution of the Society's Newsletter and to contact members by email where email addresses have been provided. Street distributors have partial access to the database in so far as they have a print out of the members' details, excluding email addresses, for the roads in which they distribute the Newsletter and collect subscriptions. Where a member requests that on leaving the Society all information pertaining to them is removed from the database the data will be deleted. The database is operated in accordance with the Data Protection Regulation 2018 and is used for no other purpose apart from those listed above.