- 2.2 Where Stored Information will be held in a single contact list in Electronic (USB isolated Drive)/ and or Paper Formats held by a designated Data Officer and accessed by elected members of the Group Admin committee as/when required under the aims of the Constitution.
- 2.3 Permanent Preservation No information will be held permanently and in the event of the Group's dissolution would be permanently destroyed.
- 2.4 Sensitive Personal Information No
- 3.1 Right to be Informed Group membership and any associates should be made clear about why, where and in what way any Personal Information is held and how it can/could be used.
- 3.2 Right of Access The Group membership have the right to access any personal information is held by the Group.
- 3.3 Right to Correct The Group membership (both physical and online members) and any associates have the right to have their information corrected, to be submitted in writing or via email to any member of the admin committee.
- 3.4 Right to Erase The Group membership (both physical and online members) and any associates have the right to have their information erased to be submitted in writing or via email to any member of the admin committee.
- 3.5 Right to complain The Group membership (both physical and online members) and any associates have the right to complain if they believe their information is used wrongly. To be submitted in writing or via email to any member of the admin committee.
- 4.0 Breech of Information In the unlikely event any Personal Information held by the Group is gained by illegal means; the Group will contact its members, non affiliated associates, relative legal bodies (Police, etc) and also the Information Commissioners Office.

If you wish to require more information regarding your rights regarding Personal Information and the GDPR you can do this by consulting the Information Commissioners Office (ICO) website at ico.org.uk.

This Policy was implemented at a meeting held on Friday 11th May, 2018

Signed:

Chairperson tary Thansdole
Hothery Untill **Vice Chairperson** 

**Minutes Secretar** Treasurer