

Norwich Engineering Society

General Data Protection Regulation (GDPR)

Preamble

Norwich Engineering Society (hereafter NES) is a not-for-profit organisation which has a membership who are approved by its Council. Members qualify by nature of their engineering career, academic achievement, membership of professional engineering bodies or personal engineering interest.

From 25 May 2018, GDPR became part of English Law with which the NES must comply. This document is a statement of compliance.

Part I – Policy

NES retain personal data for each Member which includes a physical address and electronic communication addresses or numbers as well as the nature of their membership. The lawful basis for holding and processing this data is 'legitimate interest' as it is necessary for the effective and efficient operation of the Society such as organising the various activities including talks and visits and the distribution of information about the Society as well as the collection of subscriptions.

Data is provided by members as part of their application or membership renewal or direct NES activities; Members are requested to inform the data controller (Membership Secretary) of any changes in order to keep their data up-to-date.

NES will not share personal data outside the Society except where it is required to do so by law, or where a Member has given consent (for example as part of a visit).

Members' personal data is stored using an encrypted electronic database. Members can see their data or ask for it to be edited or deleted; however, once deleted membership of the NES ceases. Data will be retained for a lapsed Member (annual subscription overdue) for a year and if no further contact is received it will be deleted shortly after the following Annual General Meeting.

Part II – Options

The Society believes it is important for Members to share information with each other, not only face to face, but by other modes of communication as this fosters valuable discussions and often acts as a catalyst for future talks or visits. Following GDPR, Members need to reaffirm their willingness to disclose sufficient personal information to allow this to take place at the level of their own choosing:

Information such as membership of professional bodies and interests are optionally available in the restricted *Members Area* of the NES web-site. The data Members choose to disclose is entirely within their control and Members can change what is viewable by logging into the *Members Area* and modifying the permissions within their profile.