

# The Holt Society (the Society)

## DATA MANAGEMENT POLICY

### **1.MEMBERSHIP OBJECTIVES**

The Society is a Membership Organisation whose purpose is governed by the following objectives;

- a) To encourage high standards of architecture and town planning in Holt
- b) To stimulate public interest in and care for the beauty, history and character of the area of the town and its surroundings
- c) To encourage the preservation, development and improvement of features of general public amenity or historic interest
- d) To pursue these ends by means of meetings, exhibitions, lectures, publications, other forms of instruction and publicity, and promotion of schemes of a charitable nature.

The Society engages with its Members through meetings and regular correspondence. To enable effective engagement with its Members, the Society requests that its Members provide information relevant to the Organisation.

### **2.INFORMATION REQUESTED**

All Members are asked to provide the following information:

FULL NAME

E-MAIL ADDRESS

POSTAL ADDRESS

TELEPHONE CONTACT DETAILS

CONSENT TO SEND NEWSLETTER AND OTHER INFORMATION ELECTRONICALLY

### **3.PURPOSE OF HOLDING INFORMATION**

The information is held by the Membership Secretary and other Committee members as deemed necessary from time to time by the chairman. This information is used solely to deliver the Society's objectives and generally 'keeping in touch' with the Membership in respect of relevant information. The Society does not disclose any information held about its Members to any other organisation, nor will it contact Members on matters not pertaining to the objectives of the Society unless agreed at an AGM.

Any Member may at any time request confirmation of what information the Society holds relating to their Membership. This should be done in writing or e-mail addressed to the Membership Secretary see [www.theholtsociety.org](http://www.theholtsociety.org).

### **4.MEMBERS NOT WISHING TO PROVIDE INFORMATION**

Any Member has the right in law to not disclose the information requested but must do so on the understanding that communication between the Society and the Member will be severely hampered.

Upon payment of the Membership Fee such Members will have access to and may participate in, the Society's activities.

### **5.REVIEW OF INFORMATION**

The information requested by the Society will be held whilst a Member remains active. Where a Member allows their Membership to lapse or removes themselves from the Membership Organisation then the Society will delete the information relating to the Member who has ceased to remain current. The information will be deleted within a period of three months.

Information held will be reviewed annually and at a time to tie in with Annual Membership renewal.

Data Management/Policy/23 March 2018