

## **Coventry Older Voices – Privacy and Security Policies, 25<sup>th</sup> May 2018**

### **Privacy Policy**

- The only information we store about our members is their contact details.
- We use the information to send copies of our newsletter, and occasional communications that we believe may be of benefit to our members (rather than advertisements or promotions to profit the advertiser or promoter). This may include invitations to meetings.
- Members must provide us with a postal address or an email address or both – if we cannot communicate with them there is no point in their membership and their membership will be terminated and their data deleted; a telephone number is optional.
- The data we hold will not be transferred to or shared with any other organisation or individual, in the UK or overseas.
- The data is not used for automated decision-making or profiling.
- The data will be reviewed periodically, to ensure that is accurate, and up-to-date. This will be carried out at intervals commensurate with these objectives, while avoiding excessive and unnecessary requests for members to confirm their contact details.
- Data will be deleted upon the request of members (or their next of kin in the case of deceased members).

### **Security Policy**

- The quantity of personal data stored by Coventry Older Voices is extremely limited, consisting of members' contact details only. No sensitive data is stored.
- Two copies of all data relating to Coventry Older Voices and its members are maintained. The first (a working copy) is kept by the Secretary, and a back-up is kept by the Vice-Chair, at secure locations.
- All processing is carried out by the Secretary, who passes an updated copy of the data to the Vice-Chair at regular intervals. The medium for the back-up is an encrypted USB flash drive, with a password known only to the Secretary and Vice Chair.
- Members' contact details will be deleted upon the request of members (or their next of kin in the case of deceased members).