

## **The Traherne Association and the General Data Protection Regulation 2018 Data Protection Policy**

The personal information that the Traherne Association holds about members will only be used:

- to contact you about the affairs of the Traherne Association (namely meetings and subscription arrangements);
- to publicise other talks, concerts and exhibitions connected in some way to Traherne; and to send you the newsletter.

The minimum the Association requires for a member's continued membership is their name and postal address. If you wish to provide us with your telephone number and/or email address as well, they will only be used to contact you about the affairs of the Association.

In response to the General Data Protection Regulations that came into effect in May 2018 we assume a member's decision to give us their name and address when they join the Association implies their consent to our holding that information about them.

The information will only be accessible to those members of the committee who need it for the purposes listed above and the data manager. It will never be passed on to other organisations. **Members may withdraw their consent at any time and if they do so the Association will delete their records within one month.**

If the Association receives enough email addresses newsletters may be sent out by email, but only with each member's agreement and on the understanding that if they still wish to receive the paper copy it will be sent to them.