



Data protection policy statement
created in accordance with the
General Data Protection Regulation (GDPR) 2018

Created in March 2018

Signed by:.....D. Webb

Diane Webb, BDHS Chair

Data Protection Policy Statement

in accordance with the General Data Protection Regulation 2018 (GDPR)

The British Deaf History Society is fully committed to full compliance with the requirements of the General Data Protection Regulation 2018. The society will therefore follow procedures which aim to ensure that all employees and/or volunteers, Members, contractors, consultants, partners or other servants or agents of the society (collectively known as data users) who have access to any personal data held by or on behalf of the society are fully aware of and abide by their duties under the General Data Protection Regulation

Statement of Policy

The society needs to collect and use information about people with whom it works in order to operate and carry out its functions. These may include members of the society and/or the public, current, past and prospective employees and/or volunteers, clients and customers and suppliers. In addition the society may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

The British Deaf History Society regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the society and those with whom it carries out business. The Society therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Handling personal/special category data

The British Deaf History Society will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation

These rights include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

The Principles of Data Protection

Anyone processing personal data must comply with 6 principles of good practice. These principles are legally enforceable.

Summarised, the principles require that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures, accordance with the rights of data subjects under the Act

The Act provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'special category' data.

- Personal data is defined as any information relating to an identified or identifiable natural person
- Special category data is defined as personal data consisting of information as to:
 - a. Racial or ethnic origin
 - b. Political opinion
 - c. Religious/philosophical beliefs

- d. Trade union membership
- e. Physical or mental health or condition
- f. Sexual life or sexual orientation
- g. Biometric data

Use of Data by the British Deaf History Society

1. Information given on Application/Renewal of Membership Forms will be processed by the British Deaf History Society (BDHS) and will be used in the administration of the society. This includes being part of a mail-list for distribution of the *Deaf History Journals* and such information as required to advise Members of any meetings and events.
2. The details of any individual's name and address, and if applicable, email address, will be held in a computer database of members at the BDHS office* (which shall include the *Deaf History Journal* mail-list) and will not be divulged to any other member or organisation without specific permission of the individual/individuals concerned.
* BDHS office means Empire Court, 30-40 Museum Street, Warrington WA1 1HU (**or such registered office as may operate at any future date**) and the *Deaf History Journal* mail-list database also covers the membership of those who pay their dues direct to our partner organisation, **Deaf History Scotland**.
3. All members will be requested to sign an acknowledgement that they **consent** their address be used for the purposes stated above.
4. All data received for the purchase of books and other saleable material including addresses, email addresses, bank details will be destroyed **after the conclusion** of the current year's financial records for auditory purposes.
5. All data received for the purchase of any ticket to any event organised by the British Deaf History Society including addresses, email addresses, bank details will be destroyed within **SIX** months of the conclusion of each event.
6. Special rules will apply to the deposit or donation of any archives to be held as part of the BDHS Deaf Archives. All archives will be made freely available to bona-fide researchers **unless all or part of the deposited archives are deemed to be "Restricted"** in which case no part of the deposited archives may be released until such a date to be determined by the Society. All archive depositors are required to sign a form of consent acknowledging this. Failure to sign the required form of consent will result in the deposited archives being returned to the depositor, or if this cannot be done, shredded and destroyed.

Use of Data Purported to be relevant to the British Deaf History Society

1. The British Deaf History Society does not sell or otherwise provide its mail list(s) and individuals' personal data to any organisation outside the BDHS therefore any mail whether postal or electronic received by members that does not include the Society's letterhead and/or contain an official sender's name, title, contact details and company logo will have been sent by individuals or organisations not authorised to do so by the BDHS.