



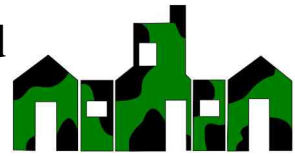
# Thorpe Camp Preservation Group Ltd

## Thorpe Camp Visitor Centre

*Incorporated October 2013 No. 08729269*

**B1192 Woodhall Spa to Coningsby Road – LN4 4PE**

**Registered Charity no. 1154931**



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Version 4 22<sup>nd</sup> February 2023

## Data Protection Policies

### Policy

**In accordance with the Data Protection Act (1984)1998 and the EU GDPR May 2018 Directive.**

It is the policy of The Thorpe Camp Preservation Group to keep all data regarding Members, and Donators within the confines of the Thorpe Camp Preservation Group, unless specifically given permission in writing on each and every situation.

We intend to follow The Policy by adhering to the procedures outlined below.

### Procedure

#### Membership details

1. All members on requesting membership and renewing membership each year will be asked to fill in a new membership application form.
2. All members will have to sign and date the application form, clearly indicating their permission for the Thorpe Camp Preservation Group Ltd to record and keep members personal details for the duration of their membership and for up to a year after as a reference in case of lapses in membership and renewal purposes.
3. Membership details are kept in both a written form and electronic form. The electronic record will be kept on a dedicated separate hard drive that is separate from any individual computer.
4. A back up second drive containing a back up of the members details will also be kept.
5. A full copy of a member's details can and will be sent to the individual member upon written request within 14 days of receipt. Member's details will be sent to the physical address or e-mail address held on file at the time of the request.
6. The Thorpe Camp Preservation Group Ltd will not accept liability for the loss or misuse of data once sent upon a request, to an address ( physical or electronic ) if that address is different to that held on its records.
7. Information held on records will include,  
Full name, physical address, e-mail address, telephone numbers, photograph, date joined, amount paid, when the amount was paid, initial joining date, who the payment was paid to, how the membership was paid, any e-mail or written membership reminders, special instructions.
8. E-mails sent to multiple recipients will be sent by BCC ( to hide the e-mail addresses of individuals ). This will include membership reminders, newsletters and general information. This will only be done by The General Manager, the Membership Secretary and the General Secretary.
9. Physical records can be held by the General Manager, the Membership Secretary and the General Secretary.
10. Physical files will be shredded once the details are no longer needed.