



Privacy Policy

Norwich District Safety Group will ensure that every members' personal data, as provided by them on joining the Group or subsequently updated, is held and managed in a safe, accurate, relevant and up to date manner.

A member can ask us to stop sending them correspondence at any time, but it is assumed that members join the Group in order to participate in meetings and accept email reminders on this basis. Therefore, it is expected that active members will remain on the email list, while they are a member of the Group, so that the committee can contact them regarding meetings and subscription payments.

When a member leaves the group they can either remove themselves from the email list, by using the 'unsubscribe' option on the reminder emails, or by informing the committee by email that they are leaving the Group. Once a member unsubscribes, or notifies the committee that they are leaving the group, all their data will be securely removed from the records held by the committee within 30 days of notification.

We rely on active members updating their contact information when necessary due to employment or personal situation changes. This can be done by using the 'update' option on the meeting emails or by emailing the committee with the necessary changes.

No member information will be shared with any outside agency, or other members, without express prior permission from the member concerned.

Our normal correspondence with members involves email reminders of meetings and payment of subscriptions. There may be occasions when it is necessary to contact individual members by email outside of this normal practice, however any communication will always be in connection with Group activity or to request consent to share information.

Personal information is held in two ways – on Mailchimp (their GDPR privacy policy is available [here](#)) to allow us to run the email contact list and as an entry on a spreadsheet, which is maintained on a password protected USB memory stick held in the possession of a committee member at all times. This spreadsheet is updated when we are notified of an unsubscribe from Mailchimp or a member leaving the group. This allows us to ensure that we always have a backup of contact details should there be a reason that Mailchimp is not available to us. No paper records are kept.

Before the prevalence of email we held members postal addresses and telephone numbers to aid in communication. However, on review, it has been decided that we only need to maintain data consisting of the members name, email address and employer (if employed) in future. This will allow us to communicate effectively with members and to ensure that any guests attending meetings are covered by a current subscription.

All excess data previously held will be securely destroyed.

We do maintain paper sign in sheets for meetings as these allow members to claim CPD time if they wish. These are stored on the website in a secure password protected section – once scanned to the website the paper copy is destroyed.