



THE FRIENDS OF THE SALFORD MUSEUMS' ASSOCIATION

Salford Museum and Art Gallery
Peel Park, Salford M5 4WU
www.friendsofsalfordmuseums.org
Registered Charity no 1057371

Data Protection Policy

This document records the policy of the Friends of the Salford Museums' Association (FSMA) towards data protection. It is intended to meet the provisions of the GDPR (General Data Protection Regulation) introduced in May 2018.

1 Responsibilities

- 1.1 GDPR states that the **Data Controller** determines the purposes and means of processing personal data.
- 1.2 GDPR states that the **Data Processor** is responsible for processing personal data on behalf of the Data Controller.
 - 1.2.1 This includes maintaining the security and confidentiality of data held on two databases - FSMA members and subscribers to the Salford Link magazine.
- 1.3 The FSMA committee has determined that both these responsibilities are carried by their post of **Data Manager**.

2 Purpose of Data

- 2.1 Data is held on individuals and organisations who need to be contacted by FSMA in connection with one or more of the following:
 - 2.1.1 Their subscription to FSMA or the Salford Link magazine (including reminders)
 - 2.1.2 Distribution of FSMA's Newsletter
 - 2.1.3 Distribution of the Salford Link magazine.
- 2.2 FSMA may also decide to send relevant e-mails on:
 - 2.2.1 Social activities and trips organised by FSMA
 - 2.2.2 Events organised by Salford Community Leisure Limited.

3 Basis for Processing

- 3.1 Having reviewed the personal data held by the Friends and its use, the Committee have decided that its 'lawful basis for processing' is that of 'contract' or 'legitimate interests' as documented in the GDPR.
- 3.2 It is deemed reasonable to assume that Friends expect to be provided with information about subscriptions, renewals, meetings, events and trips.

4 Collection of Data

- 4.1 All data on Friends and Link subscribers is collected through information provided by them - usually on Application Forms.
- 4.2 Any information on other recipients of correspondence is gathered after receipt of a consent form.

5 Type of Personal Data

- 5.1 Primary data held is limited to name, address, telephone number and e-mail address.
- 5.2 A flag indicates whether a FSMA member has agreed to authorise FSMA to collect Gift Aid on their behalf.
- 5.3 Data is also held on subscription payments (date, type of payment and amount).

5.4 Personal financial information such as Bank Account or Card details is NOT collected or recorded.

6 Retention period

6.1 Data is normally kept for four years after the last payment to enable collection of Gift Aid should the member decide to re-join.

6.2 Data is removed from the databases when a notification of death or request is received by the Data Manager.

6.2.1 Such data is removed to an archive which is only used for auditing purposes and is not used in any processing.

7 Storage of Data

7.1 The two databases and archives for the Friends and for Salford Link are currently held on the Personal Home Computer of the Data Manager and backed up to a personal cloud.

7.2 They are also regularly backed up to an FSMA cloud - details of which are known by the Chair and one other trustee.

7.3 The two databases are protected by a simple Excel password but the main protection is considered to be that provided by the confidentiality of the location of data.

8 Sharing of Data

8.1 Data is NOT shared or made available to any third party.

8.2 E-mail communications are intended to be sent always 'BCC' - i.e. names of others are not visible to recipients.

8.3 Occasionally, selective lists are made available to members of the FSMA committee to improve communication regarding social events and/or subscription queries.

8.3.1 Such lists are kept confidential and securely shredded when no longer needed.

9 Enquiries and Complaints

9.1 Enquiries, requests for information or changes should be directed towards the Data Manager (dpm@friendsofsalfordmuseums.org), who aims to respond within 5 working days.

9.2 Any complaints or concerns should be made in writing to the FSMA Chair (chair@friendsofsalfordmuseums.org) who aims to respond within 10 working days.

10 Governance

10.1 This policy is maintained and controlled through the FSMA Committee and any changes recorded in the minutes.

Allocation of Responsibilities

Post	Person	Date
Data Manager	David Jenkins, Treasurer	14th May 2018

Document Control

Version	Date	Change	Approved
1.0	14th May 2018	First published	14th May 2018