

Stargate GPDR Information Audit

Carried out by James Wood secretary of Stargate LRP society 19/5/2018

Exemptions

As a hobby society that holds information purely for recreational reasons The Society is except from registering with the ICO and have chosen not to do so voluntarily. This is based on the online form on the ICO website

<https://ico.org.uk/for-organisations/register/self-assessment/y/N/Y/Yes/Yes/Yes>

What information do we hold and why

The Society have a form for membership and none members that includes requests for the following. Those marked with an * indicate required information all information is sectioned into reasons for it

Identification and contact information, to allow the society to contact the participant about events being run, updates to the society etc

Name *

Email *

Phone numbers

Address*

Medical information, purely for passing to emergency services in event of an emergency

Next of kin *

Phone Contact for next of kin *

Medical Allergies *

Regular Medication*

Physical or learning disability, long term illness or injuries *

Dietary information, some events are catered this information is passed to anyone catering an event we run.

Food Allergies/Intolerances

Special dietary needs

As some events are photographed members are asked if they wish their likeness to appear on our website/facebook or if they wish no retention of their likeness at all.

Additionally any emails sent to the society are retained within an online space.

Who are the data controllers?

The information is obtained via an online form which auto populates an online spreadsheet held within google. This information can only be accessed by the Secretary/Treasurer and the President of the Society. As and when these people change position as part of a society election best practise is followed to change the password on the Google account.

Additionally when you complete a downtime submission your email is retained by the plot coordinators in order to send you a response on the DT activities

What information is shared with outside groups and with who

Dietary information is shared with any caterers at the relevant event.

Right to privacy on photographs is shared with any photographers at the event.

Medical information would be shared with the emergency services as requested.

No data is shared with advertisers.

Should an individual request to see the information held on them then the secretary/treasurer would pass such information on where it doesn't break data protection on another individual. For example if an individual requests all information referencing them, then emails and notes which have been part of a disciplinary action or complaints procedure would NOT be shared to protect the anonymity of the complaints procedure.

How long is the information held?

The information given to us as part of the membership form is only held for the duration of the membership year which currently runs from the 1st of January. Once this membership is complete then all personal details are deleted except for retention of name and emails.

Permissions

As part of providing these details the online form contains a section where the owner of the data gives permission to the Society to hold this data and are informed as to how long the data will be held for. By agreeing to this they give permission to hold this information on them as set out in the statement

Corrections

Should an individual alert the Society to incorrect data then they would be asked to fill in the form again and the old records be deleted entirely.

Requests for removal of data

If an individual contacts the society and requests that all their data be deleted then this request would be carried out except where the data is part of a still active disciplinary action or a ban from being a member of the society, in which cases all other data held not related to the action will be removed.