



## **Rosliston Astronomy Group** **General Data Protection Regulations 2018**

### **Privacy Statement**

Rosliston Astronomy Group (RAG) is a Registered Charity that has as its voting base Members as well as Charity Trustees.

In compliance with the GDPR, the lawful bases on which RAG holds the personal details of its Members are **Legitimate Interest** and **Consent**.

#### **Where RAG holds personal details, and how RAG uses your information:**

Rosliston Astronomy Group uses Application for Membership and Renewal of Membership Forms that are completed, as can reasonably be expected, by individuals wishing to become/remain members of the Society. These details are reviewed annually.

The personal details contained within these Forms, namely name, address, telephone and email details, are kept by the Membership Secretary, currently in their original paper form, in a locked filing cabinet. These details are not released to any other person within the Society without the individual's permission, and they are never released to sources external to the Society.

The information provided on the Forms generate the RAG Membership database, identifying the paid up membership, thus authorising eligibility to vote at the Annual General Meeting and Extraordinary General Meetings. In addition, it provides the actual membership numbers within the Society, identifying the size of the Society when applying for membership of the Federation of Astronomical Societies, taking out Public Liability Insurance, completing data for the Charity Commission, and providing factual information when applying to Grant Awarding bodies.

Contact details provided by members are used for individuals to receive information electronically about RAG business and events, using the Members Only Mailing List. Members can request that their personal email be removed from this Mailing List at any time. Members not having an email address will receive important information using other sources.

Independently of the Membership Forms, individuals voluntarily consent to their name and email details being held by the Manager of the RAG General Mailing List. This list comprises email details for Members of RAG, as well as for Non-Members consisting of members of the public wishing to be kept informed of RAG activities and events. RAG's management of these details comply at all times with the PECR (Privacy and Electronic Communications Regulations 2018). Individuals can request their personal email address be removed from this Mailing List at any time.

As a Society, RAG has a number of 'interest' groups. Individuals voluntarily share their contact details with other Members within their chosen groups for communication purposes. Similarly, both the overarching Body for RAG namely the six Charity Trustees,

and the day to day management Committee hold their specific group's contact details - for communication purposes.

RAG has an active website, including a 'Members Only' section. Members can post individual articles / reports on the Blog, or have their involvement in a RAG activity reported by the Website Manager. Members voluntarily consent to their name and / or photographs being included on the website. They can request at any time that their name /photographs not be used by the Website Manager.

RAG uses the Social Media sites of Facebook and Twitter.

Facebook is used with the sole purpose to publicise RAG activities, individual events and specific Talks. RAG does not place personal details on Facebook, other than the name of a Speaker, or if the person producing the activity details provides their own name.

Twitter may report on events and/or activities before or after they have taken place.

Members not wishing to have their names / photographs included in these reports may 'opt out' at any time. However, they need to indicate their wishes well in advance of potential inclusion.

RAG has an internal CCTV unit within the Observatory for domestic security purposes, which requires RAG to register with the Information Commissioner's Office (ICO).

RAG has a Junior Members' section, for children and young people under eighteen years. RAG holds no personal details for Junior Members, other than their name. This must be endorsed by a parent or guardian.

Members can request that their personal details be removed from the Rosliston Astronomy Group Membership database at any time, and by doing so they cease to be a Member of the Society. This will also remove their details from the Members Only Mailing List, and General Mailing List. Should they wish to be included in the latter they will need to 'opt' back in, providing their name and email details to the Mailing List Manager, either directly or via the RAG website link.

March 2018

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**Member's Privacy Statement**

Name: ..... (Please print)

I have read the Privacy Policy for Rosliston Astronomy Group (RAG), that informs me how and why my personal information is managed, and where it is held.

I understand that RAG will review my personal details annually, and I agree to update the Society immediately with any changes that may occur within that time.

[If relevant] I request that my email address be included in the RAG 'Members Only' Mailing List and General Mailing List so that I may receive information electronically. I understand that I may request this be removed from either list at any time, but I would continue to receive important Member information by an alternative source.

I agree for my name to be included in relevant items posted on the Blog, on the RAG website, and on Twitter.

[If relevant] I agree for my photographs to be included in relevant items posted on the Blog, on the RAG website, and on Twitter.

I understand that I may request that my personal data be removed from the Rosliston Astronomy Group's Membership data base at any time, and that by doing so I will cease to be a member of the Society.

Signed: .....

Date: .....