

# **The Historical Dance Society - Personal Information Policy**

## **Introduction**

This policy applies to all personal data held by the Historical Dance Society (HDS), its officers, committee members, associates and others appointed to act for the society. Personal data includes all data, held in any form of paper-based or electronic filing system, that refers to individuals or that allows individuals to be identified.

## **Consent**

When personal details are requested for retention they will be accompanied by a statement of the intended purpose and, whenever relevant, an option to exclude the details from the records. Some records are essential to the business of HDS (see below), in which case an opt-out will not be possible, but the use of the data will not exceed that purpose without consent.

## **Purpose**

Personal records are kept for two main purposes: conducting the business of the society and advertising events and products (mailing lists). Examples of the former include the list of members, bookings for events and orders for products. Details will not be transferred from the business records to the mailing lists without consent, though members are implicitly included in the mailing list to keep them informed of the society's activities.

## **Relevance and duration**

Only the data required for the specified purpose will be kept. Data that is no longer needed or accurate will be deleted. Any committee member who becomes aware of an inaccuracy will communicate it to the person responsible for the data.

## **Responsibility and communication**

Personal data will normally be kept by specific individuals by virtue of their activities: for example, membership records and mailing lists by the secretary and summer school bookings by the summer school administrator. Data may be communicated to other committee members or those appointed to act for the committee when necessary for the business of the society, but they should delete it when it is no longer required. Personal data will not be given to a third party without the consent of the subject; in particular, mailing lists will not be given to other organisations.

## **Sensitive data**

None of the data required for the purposes above is sensitive. Sensitive data may occasionally be received by the committee, such as information about the health of summer school students. This will be kept confidential, will not be added to the databases, and will be deleted when it is no longer required.

## **Security**

Since the data is limited and not sensitive, simple physical security (eg, keeping records on computers in private locations) will normally be adequate. Care will be taken to protect data when it is being transmitted or transported. Before disposal, paper records will be shredded and data storage media will be securely erased.

## **Types of data**

### **Membership list**

The maintenance of a list of members is essential to the business of the society. The committee will endeavour to keep it up to date and accurate. If members notify the secretary that they wish to leave the society, their details will be removed at their next renewal date, unless they ask to be kept informed of the society's activities, in which case they will be transferred to the contact list. If a member has lapsed and not expressed a wish to remain in

contact with the society, his/her details will be removed from the records one year after the date on which his/her membership should have been renewed.

### **Mailing list**

HDS maintains mailing lists for general information, events, summer schools, conferences, publications and so on. Personal data for non-members will only be added to these by consent. In order to reduce duplication and the chance of errors, these will be consolidated into a single list, for which the secretary will be responsible.

### **Sales records**

Records of customers are needed to conduct the business of the society in selling its publications and will be kept by those responsible for sales. Sales records will be kept for six years in accordance with normal business practice. Anonymous data may be kept for the society's records.

### **Contacts lists for events**

In the course of organising events such as summer schools and workshops, the administrators will acquire personal data. Relevant data for individuals who have given consent will be transferred to the mailing list. Other personal data will be deleted within two years of the event. Anonymous data (such as the numbers attending) may be kept for the society's records.

### **Contacts lists for special purposes**

Several lists of contacts are required for special purposes by individual administrators, such as authors and reviewers for the journal, conference speakers and so on. The administrators responsible will apply the same principles to these as to the general mailing list.

### **Review**

The policy will be kept under review by the trustees and reviewed annually. It may be changed or cancelled by them after due consideration at a committee meeting.