

## Data Protection Schedule

Data	Data held	How collected	Where held	Purpose of data	How long for?
Members Name	E-mail Telephone Mobile Home address	Form completed for membership secretary	Password protected Spreadsheet. Accessible by Chairman, Secretary, Treasurer, Membership Secretary, Exhibitions secretary, website administrator.	To run the Society. To keep the membership up to date with relevant information.	Entry deleted a) one year after they cease to be a member or b) no longer consent to their data being held and used
Demonstrators	E-mail Telephone Mobile Address Payment details	Correspondence between the individual and committee Events organiser	Spreadsheet /word document administered by events coordinator	To arrange demonstrations for members  <b>And to pay for demonstrations?</b>	Entry deleted a) demonstrators inform us that they are no longer working or b) no longer consent to their data being held and used
Exhibition contacts	E-mail Telephone Mobile	Correspondence between the individual and the Exhibitions secretary	<b>Spreadsheet / Word document administered by exhibition secretary</b>	To organise exhibitions of work, for example at art gallery and Crowngate	Until a) Society ceases to use the venue or b) venue no longer consents to their information being held and used.

Room Hire Contact	Name Phone Email Bank Details	Correspondence between Treasurer/Chairman and Venue	Word Document accessible to Chairman and Treasurer.  Online banking protected by banking password.  Adminstered by Chairman and Treasurer	Book and pay for venue.  Report any issues.	Until Society ceases to use the venue.
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