

ERTF GDPR POLICY

New EU General Data Protection Regulation (GDPR) legislation comes into force from 25 May 2018. ERTF is establishing and needs to maintain policies and procedures that are compliant with this.

ERTF needs to detect, report and investigate any personal data breach.

A breach which may result in a risk to the rights and freedoms of individuals (e.g. it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage) needs to be reported to the UK Information Commissioners Office (ICO) and members within 3 days.

To maintain focus on GDPR, it will be an agenda item at every committee meeting, at least until the April 2019 AGM. ERTF GDPR Policy will be reviewed annually and, where necessary, ratified at each AGM. ERTF will appoint a Data Protection Officer from within the committee.

Personal Data on Members will be held securely whether in paper or electronic form and will not be shared with a third party without the explicit agreement of the member concerned. ERTF Newsletters and other documents will continue to be reviewed and personal details removed, before being stored on the ERTF Website

General Personal Data Held on Members

ERTF holds the following data on members in order to carry out the everyday business of ERTF, but honours the wishes of members who have elected to opt out:

- i) Name
- ii) Address
- iii) Contact telephone Number
- iv) E-mail Address

Why General Personal Data on Members is Held

Data held on members will only be used for the following purposes:-

- i) Managing membership status and subscriptions
- ii) Providing effective and appropriate membership
- iii) Communicating with members with regards to ERTF issues
- iv) Communicating with members/leaders with regards to conferences, visits and exhibitions

How General Personal Data on Members is collected

Personal Data is collected via the **Membership Application/ Membership Renewal Form**. This form refers to this ERTF GDPR Policy, which in due course will be held on the ERTF website, and asks for signed consent for ERTF to use their Personal Data, but only for the purposes detailed in the ERTF GDPR Policy. Where consent is not given, ERTF will not keep the data.

Where General Personal Data on Members is Held

ERTF committee members hold personal data in the form of paper and computer records only in order to fulfil their committee roles and responsibilities.

As from 25 May 2018, to ensure ERTF is GDPR compliant, ERTF membership lists will not be supplied to all members or be placed on the password protected area of the ERTF website.

Period for which General Personal Data on Members is held

In the instance of members choosing not to renew their membership, ERTF will remove their records within two months and confirm that this has been done. The nature of the material already on the ERTF website and the length of time it is held is currently under review.

Members can opt out, withdraw or change any of their data at any time by contacting the ERTF Data Protection Officer (DPO) at members@easternregiontextileforum.co.uk