

## RICHMOND GROUP

### **Members' personal information: privacy notice**

The European Union's GDPR will replace the Data Protection Act 1998 and will become law in the UK on 25 May 2018. Even though the United Kingdom is leaving the EU in March 2019 the UK government has made it clear that UK law on data protection will continue to mirror EU requirements.

The GDPR updates data protection for the digital age. There are now new rights for data subjects – you and I – and new obligations for organisations acting as processors or controllers.

The law requires all bodies holding personal information data to keep track of personal data and to have proven audit trails of the processing of such information. The paramount requirement is to safeguard personal data so that only those authorised may access it.

There is no requirement for the Richmond Group to be registered with the Information Commissioner's Office as a processor, but we do have to comply with the GDPR as law. This privacy notice aims to set out how the Richmond Group processes your data, and your rights in relation to it.

All personal data is controlled by the elected officers personally and is only used for the operation of the Group's affairs. It is only made available to others with the consent of the member for specific Group purposes.

Members' information is held in a secure computer database in England and cannot be accessed by anybody else other than our computer support team.

Given that one of the key benefits of membership is selling their professional services to clients it is assumed all members wish their professional data to be made available on a Consultants page/register available on the web site.

All data held has been provided by the member or is a matter of public record.

Some information about members may be placed in a directory of members which is available online only to other members in a passworded area of the Group's website.

There are no circumstances in which information about a member would be revealed to any third party unless the member had specifically authorised the Group to do so, except if required by legal authorities.

The data held for each member and who else may see it is shown overleaf.

Until the Group can provide self-service functionality on-line, once a year, every member will be sent a copy of the personal information held for them and will have the opportunity to update it or to correct any errors. In addition, any member may request a copy of their personal information at any time and the Group will make no charge for providing this.

Overleaf is a data flow table showing what data we hold on our members, and how we process it.

If you have any questions on the Group's use of your data, please do not hesitate to contact me.

The Group will be grateful for your completion and return of the consent form attached to this notice, the CEO, Treasurer and other members of the Board may have full access.

<i>Data item</i>	<i>Included in online directory</i>	<i>Member can withhold from online directory</i>	<i>Other uses</i>	<i>Who else can see it?</i>
Name	Yes	No		
Address	Yes	Yes		RG members
Daytime telephone	Yes	Yes		RG members
Evening telephone	Yes	Yes		RG members
Mobile	Yes	Yes		RG members
Email	Yes	Yes		RG members
Partner	No			RG members
Date of birth	No			
Date joined Group	Yes	No		
Professional profile	Yes	No		
CV	Yes	No		
Head and shoulder Photo	Yes	No		
Category of membership	No			RG members
How subscriptions paid	No			Honorary Treasurer, Secretary
Bank details if subs paid by direct debit	No		Listing to direct debit agency	Honorary Treasurer, Secretary and DD agency only
Events attended	No			Caterers for current events only
Special dietary needs	No			Caterers for current events only

## Consent form

I ..... (name)

.....  
consent to the Richmond Group continuing to process my personal data for the purpose of administering my membership of the Group.

I consent to the use of my

Address

Daytime telephone

Evening telephone

Mobile

Email

as publicly available in the Consulting Directory, viewable by other Members.

Signed

.....  
Date

.....  
*Please complete and return this form to the Secretary together with your membership application form.*

*This can be returned by post to the Richmond Group at:*

*2 Kingswood Road, Wimbledon SW193NE*

*or by scanning and emailing [Preferable] to*

[ceo@rgconsult.com](mailto:ceo@rgconsult.com)

*If you would like to amend your information or withdraw your consent at any time, please contact the CEO.*