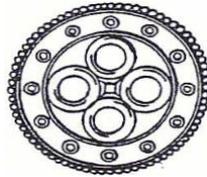


Canterbury Historical and Archaeological Society (CHAS)

Data Protection Policy



1) Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
2. Data protection is about protecting the rights and privacy of individuals, and complying with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

1. Overall and final responsibility for data protection lies with the Society's committee, which is responsible for overseeing activities and ensuring this policy is upheld.
2. All committee members and members of the society are responsible for observing this policy, and related procedures, in all areas of their volunteering for the society.

3) Overall policy statement

1. CHAS needs to keep personal data about its committee and members in order to carry out society activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - o purposes for which the individual has given explicit consent, or
 - o purposes that are in our society's legitimate interests, or
 - o to comply with legal obligations.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our

processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

12. To uphold this policy, we will maintain a set of data protection procedures for our committee and members to follow.

4) Review

This policy will be reviewed every two years

Data protection procedures

1) Introduction

1. CHAS has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept on a password-protected computer or in password-protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. If it is stored in paper format, it will be stored securely.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3) Membership/ mailing list

1. We will maintain a membership and mailing list. This will include the names and contact details of people who wish to receive meeting details and other information about the activities of CHAS.
2. When members join the Society, we will make them aware of this policy, explains how their details will be used, how they will be stored, and that they may ask to be removed from the membership list at any time.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. Names will be removed from the list if membership lapses by more than twelve months.
5. The list will be maintained by the Membership Secretary of the Society.
6. Information will not be shared with any third party.
7. All information regarding members will be held in strict confidence.

4) Society events

1. Membership of the society and joining in society events implies explicit consent for images of members to be used as part of the society website if illustrations of events are required. If photographs are being taken at any event and a member does not wish their image or name to be used, they should let the secretary of the society know at that time.

5) CHAS Website

CHAS maintains and updates a website, with most of the webpages dedicated to facts about and images of important buildings and people prominent in the history of Canterbury. The website contains a contact form that can be used by CHAS members and non-members. Many messages are received each month, some requesting further information, some requesting permission to use images from the website, and others offering old papers and photographs to the society. The messages left via the website contact form are automatically forwarded from the website to the email accounts of the secretary/website editor and the membership secretary. It is assumed that the sender of the message consents to any personal information on this contact form (sometimes just an email address) being seen by the above members of the CHAS committee, and anyone else the committee members think could be useful in responding to an enquiry. It can take months and sometimes years for questions sent in via the website contact form to be fully resolved. The email addresses contained in these messages will not be deleted until such time as the email correspondence is fully resolved and no longer considered necessary to retain, or on request from the original sender.

The website also contains a section on oral history. New oral histories are added to the site once the final wording and consent has been given with the person providing the history. It is assumed that any personal data contained in the oral history is made publicly available with the consent of the provider of the history. If at any time this consent is withdrawn the oral history, or the section of the oral history containing personal data, will be withdrawn.

6) Contacting committee members

1. The committee need to be in contact with one another in order to run the Society effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than CHAS business, without explicit consent.

7) Date 25 February 2026

Signature (Chair) 

Signature (Secretary) 