

DashAstro Privacy and Data Protection Notice

Policy on Data Protection

The DashAstro Committee members are aware of their responsibilities regarding the protection of data as required by the UK Data Protection Act 2018 and UK GDPR legislation and seek to always adhere to the requirements.

DashAstro is not registered with the Information Commissioners Office as the Society is covered by the exemption for organisations which process personal data solely for recreational purposes.

This Notice defines the types of data processed by DashAstro and the associated retention periods.

The DashAstro Secretary is responsible for ensuring that the Policy is implemented and will report the status of compliance annually to the DashAstro Committee.

UK GDPR (General Data Protection Regulation)

Under GDPR, DashAstro's legal basis for processing personal data is *legitimate interest*, in that the processing is necessary for administration of membership of the Society.

Personally Sensitive Information - Retention Purposes and Retention Periods

DashAstro is a not-for-profit membership organisation. Membership is renewable annually. Records of member's contact details are held for administrative purposes only. They will not be shared with external parties without the explicit permission of the members.

Data held is as follows:

Member's Details

All current members: Membership Number, Member's name, postcode, email address and phone number.

In addition, DBS certificate numbers of members may be recorded, where relevant, to support outreach activities.

Members are asked to notify DashAstro of any changes to their contact details.

Purposes

Members' contact details are recorded so that the Society can communicate directly with each member to notify them of matters relating to the Society, such as upcoming meetings and events and membership information.

Where Stored

Members' contact details may be stored by DashAstro Committee members. The Treasurer maintains the master membership record and will copy this to other members of the Committee if required for the administration of DashAstro events. In addition, a DashAstro Gmail account is maintained. It is

administered by the Chairperson who ensures that a strong password is used and that account details are kept securely.

Retention Period

Records relating to members are held for the duration of their membership. Records relating to ex-members are deleted a year after their membership lapses.

A member of DashAstro may request the Secretary to provide the details which DashAstro holds on them. The information will be provided free of charge and may be requested by sending an email to dashastro.info@gmail.com.

Other Sensitive Information - Retention Purposes and Retention Periods

The records relating to the following resources are maintained solely by members of the DashAstro Committee in order that the services may be used for the benefit of DashAstro. The records are retained for the duration of the services provided:

DashAstro Bank Account details

DashAstro website account details

DashAstro conference call service provider account details

Federation of Astronomical Societies membership details

Public Liability Insurance details

Email communications with external organizations and individuals relating to DashAstro including events that DashAstro are invited to or help manage.

DashAstro Committee members are responsible for the protection of such records and will ensure that appropriate information security measures are taken.

Version History

1.0 First version 15 February 2024. Authored by Chris Mead and reviewed by the DashAstro

Committee

1.1 29 February 2024 Edited by Chris Mead. Grammar corrected and requirement to record member's address replaced with just their postcode. Gmail account added as a data store. Members' right to request copy of data stored about them added.

1.2 2 March 2024 Edited by Chris Mead. Membership number added to list of members' details.