

## DATA PROTECTION POLICY

1. The personal data requested by ARLIS in order to become a member is name and email address.
2. ARLIS also collects personal data when required for the administration of the society, such as managing an event or paying a member/ affiliate expenses.
3. The ARLIS Data Protection Officer is the Hon. Secretary, to whom all queries and requests must be addressed. The Hon. Secretary is responsible for the maintenance and security of society data.
4. Access to society data is restricted to Trustees and Officers of the society, who will maintain storage of the data. Data will not be passed to any other party without permission of the member.
5. Membership data is required for the administration of the society, to keep records required of us by law, and for communication with members. We communicate with members to promote society events and to circulate information about the running and governance of the society. We will store your data only as long as it is necessary for the purpose for which it was collected.
6. Data referring to ARLIS members will NOT be published on any website or publication without express permission of the individual concerned.
7. If any member resigns from ARLIS or requests that their data be removed, the ARLIS Data Protection Officer will be responsible for ensuring the removal of all personal data from all databases held by the society. You can contact the Data Protection Officer to request a record of all the information we hold about you.