**CATHOLIC RECORD SOCIETY**

**DATA PROTECTION AND ELECTRONIC COMMUNICATION POLICY**

**Please read this policy and then complete the form opposite**

The Society is registered with the Information Controller’s Office (ICO). This requires the Society to protect and secure information which it collects and holds on its members and to have an agreed information Security Policy.

1. The Hon. Membership Secretary is the Society’s Data Controller.
2. Members’ data collected and held by the Society is restricted to:

name and address; telephone and email address where provided;

bank account details from forms authorising subscription collection by Banker’s Orders and on members’ subscription cheques or debit/credit payments.

1. All of the data referred to above is held by the Membership Secretary. Banking details are also shared with the Treasurer. Names and addresses are communicated to: the publishers of ‘British Catholic History’ (Cambridge University Press) for the circulation of the journal; the publishers of the Catholic Record Society Series (Boydell); the Society’s Secretary for the circulation of the AGM documents, and for approved purposes, to the Society’s Council members. Bank account details are used solely for the collection of subscriptions by standing order and any held by our bank are in a file deleted at the end of the subscription year.
2. Data from Membership Application Forms is stored in hard copy format and in a password protected Access File with access restricted to the Membership Secretary.
3. All data-containing files referred to in item 4 are backed up on a detachable hard disc file.
4. All data is deleted once you cease to be a member of the Society (either by notifying us that you no longer wish to be in Membership or after non-payment of a subscription for a 24-month period).
5. Members may ask to see what data is held on them by request to the Hon Membership Secretary.

**THE CATHOLIC RECORD SOCIETY**

Dear Catholic Record Society Member,

Because of changes to data protection and privacy legislation the Society

 needs to know your preferences for protection of your data and for

 electronic communication. We never pass your data to parties other than

 those listed in the policy and then for CRS purposes soley.

* Do you give consentto CRS retain your personal data, as listed in the Data Protection Policy? (YES/NO)
* Do you give consent to CRS to retain your email address? (YES/NO)
* Are you willing to allow CRS to forward your name and address

to the publishers of *British Catholic History* and the Record Series

so that publications can be dispatched to you? (YES/NO)

* May CRS contact you by post? (YES/NO)
* Would you like to receive email notices with information and news from CRS? (YES/NO)
* If you pay your annual subscription by a bank “standing order” are you willing for the CRS to retain the form you completed? (YES/NO?)

Name printed……………………………………………………..

Date………………………………….

 Complete and return electronically to the Membership

 Secretary at so277@cam.ac.uk. OR

 To Dr Susan O’Brien, 12-14 Grange Road, Cambridge CB3 9DU