

Vauxhall Pensioners Association - Luton Data Protection Policy

Objective

To ensure the security of members information held by the Vauxhall Pensioners Association (VPA)

Personal Information held

The following information is held on file for each member:

Name
Address
Telephone number
Gender
Vauxhall Pension number
Date of Birth
VPA membership number
Membership start and end date

Method for storing, accessing and maintaining above information

Storing

The above information is held on a computer generated listing, accessed on a password protected system, located in the VPA office. This office is locked when not occupied. A hard copy list is also held to cater for a computer breakdown which is stored in a locked filing cabinet within the same office.

Access

Access to this information is limited to the Hon. Secretary and the Entertainments Secretary of the VPA both of which have separate passwords.

Maintenance

Data is maintained by the Hon. Secretary using information supplied by the Vauxhall Pensions Department or by individual members / direct relatives.

Uses made of the information

Confirmation of membership

To ensure that individuals taking part in outings or entertainment organised by the VPA are in fact members and entitled to benefit from any subsidised pricing that the VPA has seen fit to apply.

Organising and running trips for members

The use of the data held is essential for the organisation, planning and running of trips and outings for members and their guests

Allocation and distribution of additional benefits

From time to time the VPA committee may choose to provide additional benefits to selected members i.e. Christmas hampers to needy members. The information is then used as one method of selecting recipients and arranging subsequent delivery.

Communication

The VPA uses the information held to maintain a communication link with members and keep them up to date on issues affecting pensioners.

To identify cases of hardship within the membership and provide help where possible.

To develop the articles published in the regular Pensioners newsletter and to advise members of activities available to them.

Direct Marketing

The VPA never uses any of the personal information held for direct or in-direct marketing purposes

Disclosure of Personal Information

The VPA never shares the personal information of members with any other organisation.

Retention of Information

The personal information of members is retained from the date of membership until notification of death, resignation or members request for information to be removed from the record.

Action in the event of a Breach

In the event of a breach of this policy this must be reported to the Chairman of the VPA for immediate action.

Issue date 11/05/2018