

## **CUFOS Data Protection Policy Regular Groups**

CUFOS uses email and telephone to communicate with its group members, who all have a stake in the building upkeep and the CUFOS financial condition. To that end we store and use certain personal information as follows.

### **I. Database**

CUFOS maintains a database of all groups who use the building in order to contact them with regard to (a) hire fees and rent payments; (b) issues affecting use of the building.

- 1) The data collected consists of contact name, postal address, telephone number(s), and email address(es). This information is collected at the time that any group joins CUFOS and is subsequently updated by email. *No financial details or any other personal information is requested or stored in the CUFOS database.*
- 2) The collected data is stored in a Word document that is password-protected and maintained by one person on the CUFOS committee designated to be the data administrator. A hard-copy document is printed and maintained only by the designated data administrator. *No data is ever kept in any off-site 'Cloud' storage.*
- 3) The collected data is shared with the CUFOS Trustees only when essential for communications with a particular group or with all groups. *No data is ever shared with anyone outside of the CUFOS Trustees.*
- 4) The collected data is not used for any purpose except communication with CUFOS user group contacts regarding rent, health and safety, or practical use of the building. *The CUFOS mailing list is never used for marketing purposes.*
- 5) If and when a group leaves CUFOS, their personal data will be retained for no more than two years, after which all personal details will be destroyed, including paper files.

### **II. Mailing List and Email Maintenance**

CUFOS maintains a mailing list for the purpose of contacting groups via email regarding matters of importance that must be conveyed en masse.

- 1) No names or email addresses are ever identified in the "To" field of any messages sent to groups. All emails are sent on a blind-copy basis.
- 2) Messages are sent to group contacts from one of the following addresses:  
bookings@cufos.org.uk (maintained by the CUFOS Administrator)  
cufosbookings@gmail.com (backup to the above address; maintained by the Administrator)  
treasurer@cufos.org.uk (maintained by the CUFOS Treasurer)  
No more than two people are designated to be able to read and send messages from *each* address listed above.
- 3) Received messages that must be saved for any reason are stored on the secure email server. Otherwise messages are deleted once they are dealt with.