



PRIVACY POLICY

Data Protection Act 2018 & General Data Protection Act 2018 - Compliance

- 1) The Hampshire Health Safety & Environmental Group is voluntary and along with its Website www.hhseg.org.uk is managed by specifically elected members i.e. the Executive Committee at the Group's Annual General Meeting.
- 2) This Privacy Policy extends beyond the website and includes all electronically or otherwise stored Group information held by members and officers of the Group i.e. Membership Secretary, Honorary Secretary, Honorary Treasurer etc.
- 3) Your personal data may be collected and managed:
 - a) When you apply and join the Group, purchase of Group conference or Group seminar attendance or to engage in email discussions,
 - b) To enable explicit administration and organisation of the Group and maintain membership records.
 - c) To provide contact details of the Group Officers and Executive Committee.
 - d) To provide an opportunity for members to network with other members of similar industries and professions, and for the sharing of good practice and potential solutions to problems.
- 4) Personal data will be processed in a manner that ensures appropriate security of that data lawfully, fairly and in a transparent manner in relationship to its members, sponsors and all who have a connection to the Group as required by the Data Protection Act 2018 and the General Data Protection Act 2018. It will not be disclosed to a third party without permission of the member/s, unless required to do so by law.
- 5) The security and management of the database will be further protected by editor status being granted by the Executive Committee to nominally 3 or 4 Persons as Group Information Controllers including the Membership Secretary and Honorary Treasurer who will have editorial control of the database.
- 6) We will keep and use the data to enable us to operate our contractual relationship with you in a lawful manner. Your personal data will be stored for the duration of your membership and for the period required for audit records. Your personal data will then be removed from our records.
- 7) On the website the database of membership will lie within the password protected; 'Members Area'. Members are responsible for maintaining the confidentiality of the password; if a member breaches that confidentiality i.e. passes it on to a third party, whether accidentally or intentionally, then they may be liable to indemnify any costs claims and liabilities suffered to the Group or other members by that misuse.

- 8) Members are responsible for ensuring that their records are updated.
- 9) The Group Information Controllers cannot accept responsibility for confirming the accuracy of the details so provided.
- 10) Members are entitled to know what personal details are held by the Group and may do so in writing to the Membership Secretary, Mr Peter Hewick at the contact details given on www.hhseg.org.uk. Once all the information is received to identify you, a response will be made to you within 30 days.
- 11) The database is not to be used for marketing purposes, any incidents should be reported to the Executive Committee, also/or if you have a question or a complaint; please contact a member of the Executive Committee.
- 12) You have the right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied with the requirements of the Data Protection Act 2018 and the General Data Protection Act 2018.
- 13) The www.hhseg.org.uk site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at <http://www.aboutcookies.org> which offers guidance for all modern browsers. Please note that we use cookies to manage your access to the Members Area. If you disable cookies you will be able to view the public side of the website but you will not be able to log in to the Members Area. We use Google Analytics to track and store data about visits to the site, including the IP address of the visitor, but not their identity."
- 14) Access for Members area of the website is by http authentication of the username and password; the browser stores and uses them for accessing subsequent pages; when the user closes down, this information expires.
- 15) The website www.hhseg.org.uk includes links to external websites within some areas of our website where these provide useful information. We the Group are not responsible for the content of the sites to which we link, and whilst we endeavour to ensure that we only link to reputable websites we are not able to warrant them free of malicious content at all times. Please ensure you have appropriate firewalls and antivirus software. Members are also advised to read the privacy policy of that website.
- 16) The Executive Committee reserve the right to amend this Policy and will review it periodically or as required by circumstances.

President I. Lamb Signature  Date 8/10/18

Chairman A.M. COLLIER Signature  Date 08/10/18