

**PRIVACY POLICY & DATA PROTECTION  
IN ACCORDANCE WITH GENERAL DATA PROTECTION REGULATION (GRDP) APRIL 2018**

**1. General Statement of the Bath Business Women's Association**

The Bath Business Women's Association (hereafter known as BBWA) is required to process relevant personal data from those who would like to be Members of the Association and who wish to be kept in contact with events and news relating to the BBWA. The BBWA recognises that efficient management of its data and records is necessary to support its core function, to comply with its legal, statutory and regulatory obligations, to ensure the personal information and to enable the effective management of the organisation.

The aim of the **BBWA** with regard to data is:

- a): To protect personal information
- b): Avoid inaccurate or misleading data and minimise risks to personal information
- c): Erase data in accordance with the members legal rights

**2. What Information Do We Hold?**

- a): Personal information is gathered when members and their guests attend BBWA events or, complete an online enquiry form through our website, or a permission form to contact them..
- b): All data is held securely on an Excel database retained on a personal PC with access only to the legal administrators of the Association. These are password protected.

**3. What We Do with the Information?**

- a): Personal details from members and guests, wishing to be involved in the BBWA is held securely by the BBWA administrators on a password secured electronic database.
- b): All personal information in hard copy is filed and held in a locked cupboard and only seen by the BBWA administrators when necessary.
- c): Once the data has been completed by the person in question the information is transferred to a personal electronic database and retained by BBWA administrators.

**On-Line Payments:**

- a): All purchases through the web site are secured through the Pay Pal system and retained in the on-line data.
- b): Access to the Pay Pal account is only through the BBWA Treasurer with a secure password.

**No information is taken without the individual's knowledge or permission.**

**4. Security of Information**

- a) Nominated BBWA administrators have access to relevant data for the purposes of communication with the respective members and databases are password protected.
- b) All credit card payments taken through the web site are secured through Pay Pal.
- c) Any cheques presented to the Association at events are immediately given to the Treasurer and banked.
- d) No financial or personal details are ever shared with a third party.
- e) All photographs are stored on a secure PC drive and the BBWA reserves the right to use photographs taken at events for social media or the BBWA web site with permission from the subject and the photographer.
- f) The BBWA administrators have asked each member for written permission to hold their details and these are stored on a password protected database.

**5. Accessing Required Changes**

- a) All members will be given access to their data on request and all requests will be acted on immediately.
- b) All personal inaccuracies will be rectified within 24 hours and any data erased on request

- 6. **Data Protection Officers:** The BBWA has three data administrators. As the BBWA is run by a volunteer Committee the three administrators will be the current Chairwoman; Vice Chairman and Treasurer.