



hebridean sheep society

Data Protection Policy

The Hebridean Sheep Society collects, controls and processes personal information about its members. The use of this data and the grounds for processing are set out in the Data Privacy Notice.

1. HSS holds the following personal and other data of members **by consent** in digital and/or printed form

- Name
- Address
- Telephone Numbers
- Email Addresses
- Bank Sort Code
- Bank Account Number
- CPH Holding Number
- UK Flock Number
- HSS Flock Number and Prefix
- Annual HSS Flock Return Data

2. New members receive a copy of the Data Privacy Notice with the Joining Form. It is also available on the Society website.

3. Annually, members are given the opportunity to confirm, change or remove the previously given consents to data processing. Additionally members can exercise this right at any time by contacting the Membership Secretary.

4. Digital data is held by the Membership Secretary and Registration Secretary in password-protected files and stored on a secure cloud service. When the file is downloaded to a computer, the computer is also protected by a different password.

5. Printed data is held by the Treasurer in a locked cabinet.

6. Personal data connected with membership is deleted within one month of a resignation. If membership lapses because of non-payment of dues, the data is deleted only after one year to assist in sending reminders.

7. Personal data connected with sheep registrations (Name, HSS Flock Number and Prefix, UK Flock Number) is retained permanently as part of the continuous flock book record for Hebridean Sheep.

Approved by Trustees
March 2018

