

Data Protection Policy

The Steamship Shieldhall Charity and its Subsidiaries (the Charity) is a small not-for-profit organisation which uses all funds generated from its members and from other related activities solely for the purposes of pursuing the aims of the Charity and does not distribute profits or funds to any third parties.

Under the provisions of the General Data Protection Regulations 2018, the Charity is exempt from requirements to register with the Information Commissioners Office. The Policy of the Charity is to comply with the General Data Protection Regulations 2018 for handling personal data where applicable.

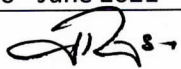
The Charity will only collect and retain personal data submitted by the individual and which it has a legitimate interest in requesting and processing for the purposes of administering its activities and establishing and maintaining membership and volunteer records and passenger ticketing information. Typically, this data will relate to contact information, training and qualification of members and volunteers, and sales data for passengers.

The Charity will store personal data in a secure manner and use personal data submitted by individuals only for the purpose for which it was intended within the Charity and will not make such information available to any third parties unless legally obliged to do so.

Custodians of personal data shall be designated as appropriate including but not limited to the Membership Secretary, the Volunteer Coordinator, the Ticketing Manager, the Webmaster and department heads. The custodian shall be responsible for the proper protection and management of personal data in the systems for which they are responsible. Wherever practical, the personal data shall be kept in secure centralised systems with controlled access.

Personal data is only to be retained while the individual is a member, volunteer or supporter. Personal data that is no longer required or relevant is to be deleted or destroyed under the control of the custodian of the data. Passenger contact data and ticket information is retained for marketing sales trend analysis for a fixed period as defined in the Data Protection Privacy Notice.

The Honorary Secretary is appointed as the Data Controller within the requirements of the Regulations and shall be the focal point for ensuring compliance and for dealing with enquiries and requests from individuals whose personal data is processed by the Charity.

Version 1	Date
Board Approval	30 th June 2020
Review Date	30 th June 2021
Signed	 J. M. Rose (Chairman)