SOUTH EAST LONDON ME SUPPORT GROUP (SELMESG)

Statement to current and future members about how their personal information is stored and used

1. The information about yourself which you supply on joining SELMESG will be entered and stored on a password-protected database maintained by the membership secretary until you cease to be a member of SELMESG.

2. The information about you held on the database may from time to time be passed to trustees and other volunteers working in the organisation to enable them to provide you with information about the activities of the organisation and to make informed decisions about the day-to-day activities of the organisation. With the exception of the email circulation list, which contains names and email addresses only, and from which you may opt out, this information will be held in password-protected form on the computers of trustees and other volunteers.

3. The volunteers to whom your information may be made available will have been approved by the trustees of the organisation.

4. The information about members is held only on the personal computers of trustees and other volunteers or as paper records in their homes. These trustees and volunteers will take all reasonable steps to keep secure the electronic and paper records that they hold.

5. Information about you, in whatever form it is held, is only stored for as long as necessary to enable the trustees and other volunteers to complete the work for which they hold it, unless there is a financial or regulatory requirement for it to be held for a longer period.

6. You can ask at any time for a copy of the information we hold about you and require that we correct any errors.

7. You can ask at any time for all the information we hold about you to be deleted and, subject to any legal requirements to continue to hold that information, we will delete it.

8. We will never pass on the information you have given us about yourself to any other individual or organisation unless required to do so by law enforcement agencies.