

## **Appendix 4: Data Protection and use of Personal Data Policy**

### **Commitment:**

All use of personal Data by the Society shall be in accordance with the General Data Protection Act, 2018.

### **Implementation:**

All new membership applicants and existing members will be made aware of the following:

- 1) That the personal data of an applicant will be used to process membership applications.
- 2) That by agreeing to be a member of the Society, members consent to their data being used for advertising, evaluation and analytical purposes, and to administer membership. Pictures and videos featuring members, or their family may be uploaded on to the societal website and other social media platforms and be available for public viewing. A member's email address will be accessible to other members. If a member does not wish for their participation to be publicly visible through the societal platforms, the Management Committee shall be informed in writing before the specific social event that the member and their family attend. The Committee cannot be held responsible for any material in which a member or their family are inadvertently or unavoidably included for advertisement or evaluation purposes, unless consent has been explicitly revoked prior to the event.
- 3) The Society shall not pass members' data to any third party, unless required to do so by law.

The Management Committee will review this policy every 3 years.