

## The Bhutan Society of the United Kingdom: Data and Privacy Policy

This policy sets out how The Bhutan Society of the United Kingdom handles, stores, process and disposes of data. This policy was created using guidelines from the Information Commissioner's Office (ICO).

1. The Bhutan Society communicates with members via post and email, for sending out the newsletter, usually three times each year, and to alert members about forthcoming events and information of relevance to members.
2. Members are not sent any information regarding commercial activities but may be notified about activities undertaken by the Bhutan Society Trust Fund.
3. Information held by the Bhutan Society is held on a password-protected secure server, and provided by members on an application form to the Membership Secretary when they choose to join the Society.
4. The membership form requests information in order to distribute the newsletter to and communicate with members. There are clear options on the form provided asking if members wish to provide an email address or use a postal address, or both for communication with the Society.
5. All emails to members are provided via a password-protected secure system, currently MailChimp. There is an option to unsubscribe with every email sent. Once unsubscribed, an email address will not receive further emails from the Bhutan Society, unless the member decides to re-subscribe to email mailings.
6. Access to the database where all the personal data is held is only by password protected entry and is securely backed up. The Chair and the Membership Secretary have access rights and only the Membership Secretary has editing rights. Any changes to the data on the database from members and other committee members are notified to the Membership Secretary.
7. Any member wishing to review what data is held on the database relating to them can contact the Membership Secretary who will provide this information within 5 working days.
8. Data is not transferred to third parties other than mailing houses requiring addresses to send out the newsletter. When mailings are undertaken, the data is always sent password protected.
9. The Membership Secretary retains information on hard copy for 12 months for newly joining members. Notice of resigned members is recorded in a separate area on the database from the live database. Notes relating to payment status are included in each entry and edited annually.
10. Members provide information including: name, address, email address (if chosen to provide this), interests and connection with Bhutan, and whether they are joining as an individual or household.
11. Details of how to contact the Membership Secretary relating to data and membership information are included in each Newsletter and on the website.