



# **The 1818 Society British Chapter**

*The Association of World Bank Group Alumni*

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## **The 1818 Society British Chapter Data Policy**

*Last revised 18 May 2018*

### **Introduction**

The General Data Protection Regulation (GDPR) regulates the way in which all personal data is held and processed. This is a statement of the data protection policy adopted by The 1818 Society British Chapter. It applies to all people who have access to data in The 1818 Society British Chapter. The 1818 Society British Chapter fully endorses and adheres to the principles of GDPR.

### **Purpose**

The purpose of this policy is to ensure that everyone handing personal information at The 1818 Society British Chapter is fully aware of the requirements of the GDPR and complies with data protection procedures.

### **Scope: information covered by the GDPR**

The 1818 Society British Chapter holds the following information on our member in our membership database

- your name and address (as advised by The 1818 Society Headquarters in Washington D.C. or when you completed your British Chapter Membership Application Form)
- where applicable, the name of your spouse/partner,
- your email address
- home/mobile telephone number
- brief details of the period during which you and, where applicable, your spouse worked for the World Bank Group,
- your final position there, and the Department/Region.

### **The purpose of keeping this data**

is to allow us to communicate with you regarding Chapter activities and issues of interest; and, on occasion, individually, in circumstances where you are seeking specific information on matters relevant to The 1818 Society Headquarters and/or The British Chapter. When you attend an event the information above (without email addresses and telephone numbers) will also be circulated to all attendees, unless you request us not to do so. The 1818 Society British Chapter will not distribute member data to any third party, nor to other members without their consent.

### **The legal basis of holding the information is member consent**

The data will be removed at the request of any member, or when we are notified of their death. Member consent for holding this data can be withdrawn at any time, in which case their data will be removed within 30 days of notifying the Membership Secretary.

### **Data Security**

The data is held on a computer used by the Membership Secretary, and is password protected. A back up copy is made onto a flash drive also held by the Membership Secretary, and an encrypted copy is held in the cloud. In addition, paper copies of some of the information are held by the Membership Secretary and stored securely. Paper copies are shredded when the corresponding computer data is deleted.