

40 Years of Service

DATA PROTECTION POLICY STATEMENT OF SCOT

Database Management Policy

The Trustees of Standing Committee of Tamil Speaking People (SCOT) have set out in this Policy Statement the principles and responsibilities they have adopted for protecting the personal data of SCOT's members and donors. The Policy conforms to the basic requirements of General Data Protection Regulation (EU) 2016/679 (GDPR) and any relevant additional or replacement regulation passed in the EU or in the UK – together the Data Protection Laws.

The Trustees in the General Council (GC) of SCOT hold ultimate responsibility for accountability and transparency of all operations of SCOT, and now the compliance with the provisions in the Data Protection Laws will also be the responsibility of the Trustees.

Database Components

SCOT's Database is electronically stored and analysed. The details we currently hold relating to the members and other donors are:

- Names
- Postal addresses
- Subscriptions received regularly from the respective members or donations from others
- Email addresses of some members, who are currently in the GC or have been in the past
- Phone numbers of the GC members.

Policy Principles and Responsibilities

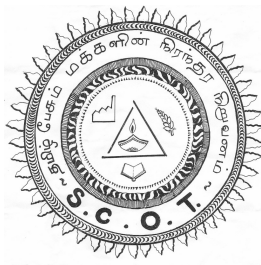
1. **Controlled Accessibility to Database**

One GC member has been assigned as Data Controller, and he will have overall responsibility for updating, maintaining and using the SCOT's Database. The President, Secretary, Treasurer and Data Controller together will form the Data Control Team and only this team will have access to the database.

2. **Membership Application Form**

The details pertaining to each application (listed in the 'Database Components' above), except the bank details, are taken onto the Database. Standing order mandate is posted to the member's bank, based on details provided in the application form. Once the first subscription payment is received, the membership application is destroyed.

The Gift Aid Declaration given by the applicant will be scanned and stored in the Database, to enable SCOT to submit them to HMRC when requested.



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3. Controlled Use of Database

The data control team has used and will use the Database only when carrying out the following:

- a. Reconciliation of subscription payments
- b. Sending out SCOT communications to members, including notices of SCOT events
- c. Updating members' addresses or subscription details when notified
- d. Updating members' total yearly subscription amount and their postal codes and include these data when applying to HM Revenue and Customs (HMRC) for Gift Aid tax rebate

Any information or statements that SCOT uploads onto its website will have the consent of the persons named therein.

Any member of the Data Control Team, he/she on vacating the post held, will sign a declaration at the time of vacating that he/she had destroyed any hard copies previously held and relinquished access to the database.

According to a HMRC requirement, SCOT is required to hold subscription data for at least six years, so if someone were to cease being a member at a particular tax year, SCOT will hold his/her records for further six years (tax year).

4. Circulation of Database

Under no circumstances will the database be shared with any other organisation or individual.

Vasuki Sankaralingam

Secretary of SCOT

25 May 2018