

## **Policy P03 – Data Protection**

EngSoc processes certain personal information for the purposes of establishing and maintaining membership, and for providing and administering activities for members. In doing so, the Society fully complies with all relevant provisions of the Data Protection Act 1998, including that members' personal information is:

- Used fairly and lawfully;
- Used for limited, specifically stated purposes;
- Used in a way that is adequate, relevant and not excessive;
- Accurate;
- Kept for no longer than is absolutely necessary;
- Handled according to people's Data Protection rights;
- Kept safe and secure;
- Not transferred outside the UK.

Members are entitled to request, in writing to the Committee, a copy of all the data held by the Society pertaining to them.