Data Sharing Agreement
SLCC Branch Officers

Data Protection Compliance

SLCC require Branch Officers to comply with all relevant data protection legislative requirements relating to any personal data they may hold or process in their capacity as SLCC Branch Officers. This document sets out some ways in which this can be achieved.

Why we share data

SLCC and / or SLCC Enterprises Ltd may share with Branch Officers personal data about members and officers of SLCC and sometimes about other persons. We do this to enable Branch Officers to

- contact SLCC members in their Branch area;
- provide Branch members with access to Branch news and activities and related membership benefits;
- contact SLCC officers on Branch, regional, or national SLCC matters or on matters relating to the SLCC's objects as a professional body; and
- engage with other persons to the extent necessary to achieve these objects.

Data Protection Matters Contact

SLCC's contact person for data protection matters is Gemma Rickard, Head of Marketing & Communications.

The basis on which the SLCC holds personal data

Most of the personal data SLCC hold is held with the consent of the person whose personal data it is and / or because it is necessary for contract purposes. In particular, SLCC hold information about individual members:

- the name and personal title of the member
- the member's job title and details of the member's employing council/s
- home and / or office postal addresses and email addresses
- contact phone numbers
- SLCC membership category, renewal date, membership fee
- information necessary for the provision of specific services, such as requests for advice or professional support.

Officer Responsibilities

Unless the data subject has given explicit consent in writing:

- If / when SLCC share personal data with Branch Officers, each Branch Officer must only hold, use or otherwise process that personal data for the reasons set out above. Please ensure that you use the same file format for member details as provided by Head Office, to ensure that compatibility with the main database is maintained.
- You must not share that personal data with anyone else.

Branch Officers must take sensible and appropriate steps to keep all such personal data secure and accurate. For instance:

- Check that software and anti-virus protection on computers and other electronic devices is kept up to date and that you follow the providers' guidance.
- Safeguard smart phones, tablets, laptops etc in public places, and use password protection to prevent unauthorised access; check where your IT data is stored – in the UK or EU or elsewhere – and who has access to it.
- If something goes wrong and you think an unauthorised person may be able / have been able to gain access to such personal data, you must report the details immediately to Gemma Rickard at the SLCC's Taunton office, to enable the SLCC to comply with any relevant notification requirements.

Please help SLCC keep personal data accurate. If you know a member has moved house, changed email address, taken up a new job, please ask the member to contact Roxanne Langdon, Membership Officer at the SLCC's Taunton office, so that SLCC's records (and those of the Branch) can be updated.

If a Branch member or other person asks you to delete his or her personal data, please contact Roxanne Langdon, Membership Officer at the SLCC's Taunton office, for advice and so that SLCC's records (and those of the Branch) can be updated.

You must not retain personal data which you are holding in your capacity as a Branch Officer after you cease to be a Branch Officer. Please check that Jo Woodward, Sales & Marketing Assistant, at the SLCC's Taunton office has been provided with all necessary Branch information and then, when you have received written confirmation that you are no longer required to hold this, please delete or destroy any Branch Officer electronic and paper records and files which you may still have in your possession.

I confirm that I have read and understood my responsibilities under this document as a Branch Officer:

Name _____ Date _____

Position_____ Branch_____

Name _____ Date _____

Position_____ Branch_____

Name _____ Date _____

Position_____ Branch_____