

## General Data Protection Regulation (GDPR) - 25th May 2018

### What data is held:

*SAM personal data:* the SAM Secretary holds a list of 300+ email addresses.

*IOM3 attendance data:* SAM is required by IOM3 to collect meeting attendance data and to share this data with IOM3. This is a requirement of the grant received by SAM from IOM3. The attendance data currently consists of the names, affiliations, email addresses/mobile phone numbers and membership status of those attending local society meetings. IOM3 will be reviewing the data it collects on the attendance sheet in line with GDPR requirements.

Other than email addresses, mobile phone numbers and employment status, SAM does not hold any personal information.

### How/where is the data held:

SAM data is held on file (soft copy) by the Hon Secretary located at his home address. The storage medium is currently a memory card and is password protected. Note the data is **not** stored on a cloud or on a publicly accessible computer.

The IOM3 data is held on file by the SAM Secretary for a period of 12 months. The paper attendance sheets are scanned to pdf and are held as soft copies on a memory card which are shared with IOM3. The original paper copies are shredded.

### What is the data used for:

SAM data is principally used for the advertising of SAM meetings. The database may also be used to promote other relevant meetings likely to be of interest to those of the mailing list. Contact is solely by email issued by the SAM email account ([scottishmetals@gmail.com](mailto:scottishmetals@gmail.com)). The SAM database is **not** shared with any other parties.

It is understood that the IOM3 data is used to follow up membership enquiries.

### Control of data:

Bulk emails to the database are issued blind copy (bcc) to retain confidentiality.

Email addresses are removed from the SAM database (and the contact deleted) either as a result of a non-delivery notification or at the request of the recipient. A footer is added to the email to notify recipients of their right to removal from the database.