

# *Friends of Ravenna*

## *Data Protection Policy*

The Membership Secretary of the Association maintains a computer based record of members' names, addresses, telephone numbers and e-mail addresses together with their stated interests. The Treasurer maintains a computer based record of the subscriptions paid by members. This information is only available to Committee Members of the Association as and when necessary, to perform their functions. In accordance with the terms of the "General Data Protection Regulation" of 25<sup>th</sup> May 2018 the data so held will not be made available by the Association to any person or organisation outside the Association, without the express written permission of the member, or members.

Dorothy Galpin  
Secretary

August 2018

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