

Meeting name: _____

Day and Time: _____

Meeting number: _____

General Data Protection Regulations

1. Registration of meeting with OA.org: On commencement of the service positions specified below, the member concerned understands that their contact details will be registered with OA.org. The meeting contact will have their details (first name and telephone number / email address) published on OA.org, which is a public webpage accessible globally. The meeting secretary will not have their details published, but they will be circulated within OA, both to OAGB and also Region 9.

OA.org is not currently compliant with GDPR, and so there is no guarantee that the same level of protection required of EU organisations will apply to information processed by OA.org.

*MEETING SECRETARY/MEETING DETAILS EDITOR/MEETING CONTACT

*Delete as appropriate

On rotation of relevant service positions, WSO will be notified of any changes to the information they hold within one week.

2. Any member volunteering to be a point of contact for flyers and other documentation intended for use in the public domain is consenting to the personal contact details they have supplied being used in this sphere.
3. The meeting We Care book or listing states:
*Contact details written here are for the personal use of other OA members only and may not be passed to third parties without the specific consent of the person concerned. The current page is securely destroyed following each meeting. Photographs of it are *not permitted/permitted. If you have any queries about how the group handles your information, please speak to the Secretary.*
* Edit and insert wording appropriate to your group conscience
4. Meeting members are added to the WhatsApp support group by its administrator, and on request only. In doing so they consent to their phone number being shared amongst all other participators but not to any third parties. They may leave the group at any time.
5. Requests to join the meeting member mailing list are actioned by the group member who has ownership of the relevant email address. Only OA related matters will be communicated via emails distributed, and personal email addresses will not be shared amongst other members of the list. Emails with multiple recipients will ensure personal data privacy via the Blind Copy facility and the address from which they are sent will be protected by a regularly changed password. List members may request that their names and email addresses be deleted from the account at any time, and each email sent states this specifically.

6. Emails will be deleted from all email accounts handling meeting information (generic or personal) within *one year of their receipt. Documents attached that contain personal data and need to be retained will be ** downloaded/printed and held securely in _____
*Edit as required
**Edit/complete as appropriate
7. Meeting records other than purchase invoices contain no personal data other than first names. Purchase invoices are:
*Securely destroyed by the meeting treasurer after recording monies spent and reimbursements made;
*Stored under lock and key or via a digital password with no third-party access.
* Delete/specify as appropriate
8. Personal data essential for the effective running of workshops or retreats will be securely deleted/destroyed within *one month of the event. It will never be passed to third parties.
* Edit as appropriate
9. Any electronic device used to process personal data (e.g. access emails or use WhatsApp group) will be password protected.

If you have any questions regarding this document, please contact the chair at chair@oasouthandeastengland.org.uk