



# SPE Aberdeen Section GDPR Compliance

## **What data do we collect?**

The person's name, email address, and telephone numbers, company name and, if they are an SPE member, their membership ID number.

## **Where do we store the data?**

Emails, event spreadsheet documents, event databases, backups, email lists

## **How do we protect and document the data we have?**

4 individual computers that are password protected and all have anti – virus software with internet protection installed on each computer.

## **How long do we plan to keep the data for?**

Up to 2 years. This is because some events are every two years.

## **Do we have a function/ reason for every piece of data we collect?**

Name, email address and a contact number: to contact a person in connection with the event – including sending a reminder that they are a registered attendee that the event; providing updates on venue/time updates, advising if event is cancelled; contacting the attendee to ask for payment for the event registration if they do not pay online and other communications pertaining to the event. In addition we wish to advise the individual when the next event is going to be held.

## **What is the process if someone asks to be removed from our records?**

The person should contact the Section Manager Diane Wood by email. The Section Manager is also our Data Controller.