

# Humanists UK– Partner Groups Data Sharing Agreement

**Group name:**

## BACKGROUND

People who become members or supporters of Humanists UK will be made aware of their nearest groups. They will be able to select the ones they are interested in and give permission for their details to be passed to the groups. The groups will then be able to contact the new Humanists UK members and supporters to encourage them to take part in their events and, hopefully, to become members or supporters of the groups. They are 'prospective group members'.

This agreement is necessary in order to ensure the proper use of data, as required by the Data Protection Act.

## DETAILS

### **Basis for sharing**

A prospective member's data will only be passed on to a Partner group if the Prospective member has granted Humanists UK the permission to do so, under the terms detailed herein.

### **Items to be shared**

The data to be shared will be the prospective member's name and email address.

### **Organisations that will be involved**

This agreement is between Partner group and Humanists UK.

### **Reviewing the Agreement**

Humanists UK will review this Agreement from time to time to evaluate its effectiveness, and compatibility with the legal requirements. Humanists UK may make changes as necessary and will notify the Partner groups appropriately.

## TERMS AND CONDITIONS

### **Rules and Responsibilities**

1. The group **must only contact a prospective member once** - no follow-up emails may be sent (without explicit permission from the prospective member).

2. The names and contact details of prospective members may not be added to any mailing lists nor be stored in any other way following the contact that is made (unless the prospective member explicitly provides permission).
3. It is the responsibility of the group's Chair (or President) to ensure that a prospective member's data is not made public or shared unnecessarily. The data may only be shared with officers who have a legitimate reason to use it. For example, the Secretary might be the officer who contacts prospective members, so the data could be shared with them.

### **Data Protection Act and Freedom of Information Act request**

4. If a prospective member requests access to the data that the group holds on them, under the Data Protection Act (DPA) or Freedom of Information Act (FOIA), the group should contact the BHA for advice **before taking any action**. This is also the responsibility of the Chair (or President).

### **Information security**

5. The data will be emailed to the group. These emails should **only** be accessed and stored on computers running up-to-date antivirus software. This also applies even if you use web-based mail (such as Google Mail).
6. The data **must not be kept permanently**. The emails containing the data must be kept in a separate folder in the email system, which **must be cleared out every month**.
7. If the owner of the email account leaves the Partner group, the following must happen:
  - a. Humanists UK must be notified of the change the email address; and
  - b. The data **must be deleted immediately**.
8. If this agreement is terminated, any data relating to it **must be deleted immediately**.

### **AGREEMENT**

I, «FORENAME\_Chair» «SURNAME\_Chair», as Chair/President of the «NAME\_GROUP» understand and agree to abide by the terms and conditions described herein, and will ensure that anyone who I give the data to also understands and abides by the same.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

### **GLOSSARY**

Data Controller – Humanists UK is the Data Controller, within the meaning of the Data Protection Act.

Data Processor – The Partner group is the Data Processor, within the meaning of the Data Protection Act.