**Please complete sections I & II**

# Section I : Name and Contact Details

## Name of Local Section, Interest Group, or Region:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Date: |  |
| Contact Name: |  |
| RSC Member ID: |  |
| Position: |  |
| Address: |  |
|  |  |
|  |  |
|  |  |
| Phone number: |  |
| Fax number: |  |
| Email: |  |

**Please send the completed Data Compliance Checklist to**

Royal Society of Chemistry  
Thomas Graham House  
Science Park  
Milton  
CB4 0WF

Completed Checklists can be submitted on paper or electronically. For an electronic copy of this form to complete, please contact memsearch@rsc.org.

# Section II : Security and Data Processing

**Data should always be kept password protected and be deleted after 6 weeks.**

1. Do you obtain personal data from sources other than the RSC? *Yes/No*

*- Please specify*

1. Is any of the data keyed by members of the Group or for it? Yes/No

Please indicate who does the keying and what sort of data is keyed

1. Is the personal data stored and used on

* a PC in a private dwelling? Yes/No
* a network? Yes/No

Please state at what address, giving the organisation where appropriate:

1. What measures exist to control physical access to the computer on which the data are stored?
2. What controls are there on access to the system holding the data? (e.g. password and restrictions of access to networked devices or drives)
3. Is any personal data other than that for an RSC Members’ Group processed on the same PC? Yes/No

*If Yes, please state for whom –*

# Section II: Data Protection Act

The General Data Protection Regulations (GDPR) govern the way in which personal data is obtained and used (processes), on the security measures to be in place, and the rights of members and subscribers (data subjects). Data subjects have the absolute right to opt out of marketing.

Any data obtained from the Society’s main membership system is provided in accordance with the Society’s Notification under GDPR and in accordance with its directions as to its use.

The minimum requirements for holding data are as follows:

* + Data must be fairly and legally obtained, i.e. from the Society’s membership system or with the full knowledge and agreement of any contact obtained from another source
  + Data must be secure from accidental exposure to or use by people not connected with the group (printed lists locked away, computer files at least password protected)
  + Data must be accurate and up to date; thus, data on ex-members of a group must not be used. **Data produced for mailings should be used within 6 weeks.**
  + Data must be the minimum necessary for conducting the business of the group – nothing should be collected or kept just in case it might be useful.
  + Audit trails must be in place to track which data subjects were placed on each mail shot.

The RSC does not release the data it holds on its members to third parties, so groups must not do so either.

Groups must not share their data with anyone else. In the case of bulk **e-alerts,** e-mail addresses should be places in the blind copy field (bcc) to ensure that they are not visible to others.

RSC Interest groups (i.e. Subject Groups, Sectors, Forums and Divisions) and Local Sections are integral parts of the RSC and are covered by the RSC’s own Register Entry with the Information Commissioner’s Office. RSC Interest Groups must, therefore, notify under the Data Protection Act (1998) whether they keep records of members or non members on computer or in print.

An Interest Group or Local Section that wishes to maintain and use its own data collection must keep the RSC informed of what it is doing, where the data are stored and used etc, by completing a Compliance Checklist. A compliance Checklist can be requested from memsearch@rsc.org.

If you have any Data Protection queries, these may be sent to [dataprotection@rsc.org](mailto:dataprotection@rsc.org)