**CCND membership and data protection draft**

Members opt in by letting CCND have their home address and/or phone numbers and email addresses.

That data will be stored in a database on the computer which is backed up regularly, the backup will encrypted/stored safely. Paper copies of data is stored in a locked filing cabinet in the office. Old forms are shredded before disposal.

Members have the right to:

* Check the data held is correct and up-to-date
* Know who the data is shared with, and give consent for sharing
* Have their data removed completely

The information held will be used by the office staff for regular communication and updates, eg sending out our journals, *Ploughshare* and *Ploughshare Plus* and other items such as invitations to events. Members will have the right to opt out of all communications if they wish.

**Fundraising**

Members are assumed to give their consent to being contacted by post only for fundraising purposes. Members can opt out of receiving appeal letters and all other communication.

Members will not be contacted by phone for fundraising.

**Events and campaigning**

Members can opt in to have their contact details shared with other CCND members, but that contact is not assumed unless the member has opted in. Data will never be shared with any other organisation.

The data stored will be used by the office, and elected members of the Executive Council only. Data will only be used to contact members for publicity for events and campaigns and not kept beyond the dates for the event/campaign. The consent opt-in for sharing with other CCND members applies to Exec members as well.