

# Oxford LARP Society - Data Protection Policy

## 1. Application

### 1.1

The Data Protection Policy of the Oxford LARP Society (OLS, henceforth “the Society”) will be upheld by the Society in line with its Constitution and UK Data Protection Law.

### 1.2

Individual events and event organisers may require more data for their events or games. They are responsible for creating and enforcing a relevant Data Protection Policy for the data not covered in this Policy.

## 2. Data We Keep

### 2.1

The Society maintains the following data in its records for all attendees of OLS Events:

- Identifying Name
- Membership Type
- Events Attended

### 2.2

The Society maintains the following data for all members of our Mailing List:

- Email address
- Any emails sent to the Mailing List

### 2.3

The full Society Records will only be available to members of the Committee.

### 2.4

Any Society Member or individual with good reason to do so (e.g. prospective members) may query as to whether or not an individual is or has been a member of the Society according to those records.

## 3. Data Security

### 3.1

Data stored with the Society will be stored with a third party provider (e.g. Google Drive) that the IT Officer has determined to be reasonably secure, in order to put the onus of security onto professionals.

### 3.2

Breaches of Society Data will be reported to the Committee immediately by the IT Officer.

### 3.3

Contact information for Committee Members will be publicly available to Society members.

### 3.4

Committee Members must ensure their access to Society Data is revoked when they cease being Committee Members. The IT Officer will be responsible for changing accesses.

## 4. Data Deletion

### 4.1

By default, the details we maintain in the Society's records will be kept even after membership has lapsed. Details for the mailing list are removed at the point that an address is removed from the mailing list.

### 4.2

At their request, the Society will delete or update all personally identifiable data pertaining to a member with exception where the Committee believes that maintaining identifying data is necessary to ensure the safety of Society Members in the future (e.g. due to a criminal conviction that would pose a safety risk to Society Members).

### 4.3

In such cases, the Society will only keep the information absolutely necessary to identify such individuals (e.g. the name by which they are commonly known in the community).