



The Lancashire Occupational Health and Safety Group



Registered Charity No 1032462

Founded 1930

Data Protection Statement

The Lancashire Occupational Health and Safety Group (LOHSG) forms part of a voluntary Health and Safety Organisation. The group operates in the North West area promoting health and safety matters via regular group meetings and seminars.

Lancashire Occupational Health and Safety Group is a 'not for profit' organisation which means that the group is exempt from registration with the Information Commission Office.

Lancashire Occupational Health and Safety Group needs to collect and use certain information about members who come into contact with the Group in order for the Group to carry out its work.

This personal information must be collected and dealt with appropriately and to ensure that there are safeguards to ensure this is carried out in compliance with the Data Protection Act 1998.

Lancashire Occupational Health and Safety Group currently holds information on the following people:

- Individuals who have been members of the Group in the past
- Individuals who have expressed an interest in joining the group
- Individuals who work in the field of Health and Safety and therefore by the nature of their role may be seen as potential members
- Individuals who have responded to information published by the HSE (or other Health and Safety publications) in our event bulletins

Lancashire Occupational Health and Safety Group may make contact with individuals in the future by:

- Invitation from Group members
- Unsolicited enquires from individuals interested in joining the Group
- Recommendations from members to interested third party individuals

Lancashire Occupational Health and Safety Group currently holds the following personal information (details) relating to members and potential members:

- Full name
- Email address (work and / or personal)
- Workplace name
- Job title
- Contact postal address
- Contact telephone number (home and / or mobile)

Personal information is held in order to:

- Contact individuals on the activities of Lancashire Occupational Health and Safety Group
- Invite individuals to Lancashire Occupational Health and Safety Group meetings

- Promote Regional and National Health and Safety events
- Provide up to date information relating to Health and Safety issues
- Distribute any Group correspondence

Lancashire Occupational Health and Safety Group does not request or store sensitive information about members or interested parties.

Lancashire Occupational Health and Safety Group stores information by electronic and written means as follows:

- Email addresses which are held and maintained by the Secretary and Treasurer of Lancashire Occupational Health and Safety Group
- Individual name, workplace, email address, postal address and subscription details which are held and maintained by the Secretary and Treasurer of Lancashire Occupational Health and Safety Group

Information is protected by members of the Committee by the following means:

- Passwords are used on computers to prevent unauthorised access
- Passwords are not shared
- Passwords are changed as regular intervals
- Computers are locked when left unattended

Information held by manual means, for example handwritten or printed copies is protected by the following means:

- Written information is stored in a safe and secure location when not in use
- Information is not left in an open environment
- Information is not shared with third parties for marketing purposes

Under no circumstances will email addresses, names and workplaces be shared with any third party.

Lancashire Occupational Health and Safety Group committee appreciates that some individuals may decide that they do not want their information held. Members therefore have the option of requesting that their information is removed from any database and no further contact on behalf of the Group is made.

If any individual wishes to have their name removed from the Groups database please send an email marked for the attention of The Secretary, with the Subject field of: 'Database Opt Out', copy and paste the following information into the email:

Request for Removal from - Lancashire Occupational Health and Safety Group Database

I request that my full details be removed from the Lancashire Occupational Health and Safety Group database.

I understand that I will no longer be contacted by Lancashire Occupational Health and Safety Group to inform me of details of any group activities, meeting etc.

I understand that I may contact the Committee at any time to have my details put back onto the Lancashire Occupational Health and Safety Group Database.

Name:

Email Address:

Date: