



Policy Title: **Membership**

Policy number 10

Policy approved by Escape Committee: .....

**Review:** .....

### **Controlled Copy**

**Purpose of Policy:** The aim of this policy is to provide a framework to manage membership recording, new enquiries, and data protection.

**Policy applies to:** Staff and Committee

### **Policy Statement:**

Anyone can refer someone, or themselves, to become an Escape member. This policy states the timeframes in which data is recorded and detained, and how that information is held.

### **Procedures and people responsible**

Initial enquiries may be taken by any member of staff. The information will be forwarded to the Family Liaison Support Officer, who will input the information into a database. Previous copies of this information will be shredded or deleted.

Enquiries made will be held on the database for up to 2 months from the date of enquiry. After this time data will be deleted.

Members are asked to renew annually in April. They are asked to ensure that the details held on record are correct, via an email. Only information relevant to Escape is held (names, address, contact details, child's disability, other family members who might join the trips with the family, and any further information the family might feel relevant (e.g. wheelchair user.)) Once confirmation has been received via email, the email is deleted.

If a new membership has not been requested by the end of May any data held will be deleted. If the member wishes to renew after this date a new membership form will be required to be completed. The membership form includes consent to take and share photographs for use on social media, Escape's website, and to generally promote Escape. Members can opt out of this.

All personal contact data is held on Outlook, and all further information is held on an Excel spreadsheet, and is on Google Drive, therefore only one shared copy is available for staff to access. This is password protected.

It is the FLSO's responsibility to update any changes to the membership database throughout the lifetime of the membership (one year).

The membership form contains personal information, and is kept in a locked unit.

If, at any time, a member requests to see what data is held about them, a copy of the membership form will be provided.

