



# COLOMBO HINDU COLLEGE

PAST PUPILS ASSOCIATION (UK)



11th November 2020

## CHCPPA UK Data Policy

1. The Personal Data will be held by President, Secretary, Treasurer and Data Protection Officer.
2. The Data will be held in PPA's Cloud or above members (1) personal cloud (not in the personal PC).
3. The data will not be used other than CHC UK PPA purpose.
4. When there is a change in position (President, Secretary, Treasurer or Data Protection Officer), the new position holders will follow the rules. The past position holders should handover the data to new position holders. The past position holders should delete their information within one month after the transfer / change.
5. CHCPPA UK will not register in the Government data protection register, but will follow the GDPR rules.
6. Below are the information we can hold
  - First name
  - Surname
  - City (not the full address)
  - Email
  - Telephone
  - School (Bambalapitya / Ratmalana)
  - A/L, O/L batch
  - Period in the Schools
  - Membership type (Life Member / Annual Member / Non-paying member)
  - Membership amount paid and date
7. If we hold the full address for payment purposes, after verifying the payment the full address will be removed and only the city information will be held.

**CHC-PPA-UK Committee.**

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