

Data Protection Policy New Priestwood Community Centre – 21.07.2023

Policy Statement

The New Priestwood Community Association (NPCA) recognises that it has statutory obligations under The General Data Protection Regulation (GDPR) and associated legislation to maintain accurate data safe from unauthorised use and access. This document sets out the procedures that the Association will undertake to ensure that it complies with its legal obligations.

Procedure

NPCA has identified the Chairman as the Data Protection Officer, the person responsible for the data protection policy. The DPO will be responsible for managing the promotion and use of the policy within the organisation.

Trustees will be responsible for ensuring that the policy is complied with by the organisation. All organisations using the premises will be expected to follow the principles of the policy.

The policy will be reviewed at two yearly intervals or sooner if relevant legislation changes.

NPCA will register with the Information Commissioner if the information they store requires this.

Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

Responsibility

1. Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All committee members, volunteers and employees are responsible for observing this policy, and related procedures, in all areas of their work for the group.

Collecting and Storing Data

Only data that assists and furthers the meeting of objectives of NPCA will be collected and stored. This will include membership details and individual contact details. The NPCA will require written express consent from the individual before accepting their personal data. The individual will be told how the NPCA will use and the purpose of having their personal data.

New Priestwood Community Association needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.

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We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

We will only collect, store and use data for:

- purposes for which the individual has given explicit consent, or
- purposes that are in our Associations legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete all data if requested by the relevant individual unless we need to keep it for legal reasons.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

Any data collected on children or young people will be with the knowledge and permission of the person with their parental responsibility.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

Data from telephone conversations will be handwritten records only. Individual callers will be told how their telephone conversations will be recorded.

We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

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4) Review

This policy will be reviewed every two years

Date.....21.07.2023.....

Signature (Chair)...Tricia Brown.....

Next Review...July 2025.....