

Sustainable Woodstock - Data Protection Policy Version 1.0

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Last updated

Definitions

Not-for-profit organisation	Sustainable Woodstock is a not-for-profit organisation. See Note 1
GDPR	General Data Protection Regulation.
Responsible Person	Chair
Register of Systems	A register of all systems or contexts in which personal data is processed by the organisation.

1. Data protection principles

Sustainable Woodstock is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. General provisions

- a. This policy applies to all personal data processed by Sustainable Woodstock.
- b. The Responsible Person shall take responsibility for the Sustainable Woodstock's ongoing compliance with this policy.
- c. This policy shall be reviewed annually.
- d. Sustainable Woodstock is not required to register with the Information Commissioner's Office, an organisation that processes personal data. See Note: 1.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, Sustainable Woodstock shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed annually.
- c. Individuals have the right to access their personal data and any such requests made to Sustainable Woodstock shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by Sustainable Woodstock must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. Sustainable Woodstock shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Sustainable Woodstock's systems.

5. Data minimisation

- a. Sustainable Woodstock shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. Relevant data includes supporter name, email address, particular interests and skills relevant to activities of Sustainable Woodstock and, when supporters wish to add their names to a volunteer register or have correspondence posted to them, a telephone number and postal address may be supplied respectively.
- c. Personal data is processed for the purposes of:
 - i. establishing and maintaining a supporter group
 - ii. providing or administering activities for either the members or those who have regular contact with it.

6. Accuracy

- a. Sustainable Woodstock shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
- c. Reasonable steps shall be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Sustainable Woodstock shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. Sustainable Woodstock shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Sustainable Woodstock shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

Note 1:

Exemption from the requirement to register under the Data Protection Act 1998 with Information Commissioners Office (ICO) for 'not-for-profit' organisations. <https://ico.org.uk>

Sustainable Woodstock is an organisation which is established for not-for-profit making purposes can be exempt from registration with ICO. The exemption is appropriate for small clubs, voluntary organisations and some charities. A not-for-profit organisation can make a profit for its own purposes, which are usually charitable or social, but the profit should not be used to enrich others. Any money that is raised should be used for the organisation's own activities.

The exemption applies to processing which is only for the purposes of:

- establishing or maintaining membership;
- supporting a not-for-profit body or association;
- or providing or administering activities for either the members or those who have regular contact with it.

ADOPTED 18/04/2020

END OF POLICY