

Sustainable Woodstock Register of Systems Version 1.0

Created 20/1/2020

Introduction

In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of Sustainable Woodstock to the collection, use and management of the personal data of its supporters under the following headings:

- The data we collect and in what way
- How the data are stored and who has access to them
- Sharing the data
- Purpose for which the data are used
- Data removal and archiving

The data we collect and in what way

On becoming a supporter of Sustainable Woodstock individuals are asked to consent to receive Sustainable Woodstock's newsletter and updates. They supply their name and email address. If supporters wish to add their name to a volunteer register, they may also supply their telephone number and postal address respectively.

The data are entered on to list by a Sustainable Woodstock committee member and updated either through the supporter renewal process or as new data made available e.g. change of email.

Names and email addresses are also entered by the Chair on a Mailchimp contact database in order to facilitate the dispatch/receipt of an online newsletter.

Telephone numbers for volunteering purposes are entered part of a WhatsApp Group.

How the data are stored and who has access to them

Only the officers of Sustainable Woodstock – i.e. Chair, Treasurer and Secretary – have access to the personal data of supporters of Sustainable Woodstock.

The Excel spreadsheet maintained by the Chair (see above) is shared with the Secretary each time it is updated. Both the spreadsheet held by the Chair and that by the Secretary are password-protected and regularly backed up.

The Chair has access to the full data set. The Chair has direct access to names and email addresses via the Mailchimp database.

The Woodland-Orchard WhatsApp Group can be shared/updated by either the Chair, Secretary, Treasurer or OWL (Old Woodstock Line) nature reserve warden.

Paper supporter requests application forms are passed to the Chair and once data have been entered on to the Excel spreadsheet and Mailchimp contact database by the Chair, they can be stored in year order but may be shredded after 2 years.

Presently, Sustainable Woodstock do not have online application forms but have plans to include on the website. Once uploaded, these forms will be stored electronically and password protected.

Sharing the data

The complete data set is shared solely between the officers as described above.

The complete data set will not be shared with any third party unless legally obliged to do so.

From time to time it might be necessary to share the personal data of one supporter of Sustainable Woodstock with another in order, for example, to arrange transport for an event. This will not, however, be done, without the agreement of the member concerned.

Purpose for which the data are used

The data are processed on the basis of legitimate interest.

The data are used primarily as a vehicle for disseminating information about Sustainable Woodstock and its activities.

The supporter request specifically asks supporters to opt in to receiving information from Sustainable Woodstock.

Each electronic newsletter provides the option to unsubscribe.

Data removal and archiving

A supporter may remove themselves from the supporter database by opting to unsubscribe on their electronic newsletter. They may also do so by informing the Chair, Secretary or Treasurer.

A supporter who fails to renew their consent is kept on the supporter database for one further year and continues to be sent newsletters during that time.

If a member fails to renew his/her support after this further year, his/her data are removed from the supporter database to an archive list for a further two years and no further newsletters are sent. The archive list is used solely for the purpose of informing former members from time to time of Sustainable Woodstock activities in which they might be interested.

ADOPTED 18/04/2020