

Data Protection Policy

1) Definitions

- a) Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper; it can include images and audio recordings as well as written information.
- b) 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.

2) Responsibility

- a) Overall and final responsibility for data protection lies with the Warkworth Green Matters Committee, which is responsible for overseeing activities and ensuring this policy is upheld.
- b) All members are responsible for observing this policy, and related procedures, in all areas of their involvement with Warkworth Green Matters.

3) Overall policy statement

- a) Warkworth Green Matters (WGM) needs to keep names and contact details of its members and mailing list in order to carry out its activities.
- b) 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.
- c) 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.
- d) We will only collect, store and use data for:
 - i. purposes for which the individual has given explicit consent, or
 - ii. purposes that are in our group's legitimate interests, or
 - iii. contracts with the individual whose data it is, or
 - iv. to comply with legal obligations, or
 - v. to protect someone's life, or
 - vi. to perform public tasks.
- e) We will provide individuals with details of the data we have about them when requested by the relevant individual.
- f) We will delete data if requested by the relevant individual unless we need to keep it for legal reasons.

- g) We will endeavour to keep personal data up-to-date and accurate.
- h) We will store personal data securely.
- i) We will not share personal data with third parties without the explicit consent of the relevant individual(s), unless legally required to do so.
- j) We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach and will inform persons affected. We will evaluate our processes and understand how to avoid future breaches.
- k) To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

4) Review This policy will be reviewed every year.

Data Protection Procedures

1. These procedures provide our guidelines for upholding our Data Protection Policy
2. These procedures cover the main, regular ways we collect and use personal data.
We may from time to time collect and use data in ways not covered here.
In these cases, we will ensure our Data Protection Policy is upheld.
3. For the time being, this will consist only of names and email addresses, together with phone numbers if those are offered to us.
4. Sub-groups of WGM may collect other data (eg postal addresses) or create smaller hubs of communication (eg WhatsApp groups), but this information will not be incorporated in the main database.
The subgroup organiser will respect the principles of the WGM Data Protection Policy and will inform the committee about what type of data they are collecting.
5. The sole purpose of collecting and using the names and email addresses is to enable us to inform and communicate with those people who have requested that from us (our mailing list)

How we will manage personal data

COLLECTION AND STORAGE

Mailing List

- a) Names and email addresses are given to the Membership Secretary, who will add them to an Excel file, and to the contacts list on the WGM Gmail account.
- b) The Excel file is password-protected and stored on a password-protected personal computer.
- c) The Gmail account is password protected, accessed by the Membership Secretary and one other committee member.

Members

- a) Membership forms (which include permission for us to hold contact information) are given to the Membership Secretary who adds the contact information to the Excel file.
- b) The forms are then handed to the Chair for secure storage.
- c) Membership status will be indicated on the Excel file, as will committee membership.

Subgroup emails

With the agreement of the committee, a sub-group may use a separate email account. The data stored in such an account will be stored securely in the same ways as those described in Mailing List above.

USE AND SHARING

- a. The data we hold is only for communication between WGM and the persons on the mailing list and will not be shared with anyone else without the permission of the persons concerned.
- b. Bcc will be used for all email correspondence sent to the complete mailing list, the complete list of members, or to a sub-group mailing list.
- c. In emails we will include the option to unsubscribe:
To unsubscribe: If you prefer not to receive further emails from us, please let us know and we will remove your details from our records.
- d. Starting from AGM 2025, we will ensure that people on our mailing list have given us consent for us to hold their contact details for specified purposes.
- e. Sub-group email lists will follow the USE AND SHARING procedures.

AMENDING AND DELETING

- a) When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted from Excel files, and from Gmail accounts.
- b) The paper record (for Members) will be destroyed.