

# South Harford & Tuckswood Community Association

## Data Protection Policy

### 1) 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 audio recordings, still and moving images, 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.

### 2) Responsibility

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

### 3) Overall policy statement

1. South Harford & Tuckswood Community Association needs to keep personal data about its trustees, committee, staff, users, volunteers and supporters in order to carry out the activities of the charity.
2. 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.
3. 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.
4. We will only collect, store and use data for:
  - purposes for which the individual has given explicit consent, or
  - purposes that are in our organisation's 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.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
  6. We will endeavour to keep personal data up-to-date and accurate.
  7. We will store personal data securely.
  8. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
  9. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
  10. 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.
  11. To uphold this policy, we will maintain a set of data protection procedures for our committee, staff and volunteers to follow.

**4) Review**

This policy will be reviewed every two years.

Date agreed: 17<sup>th</sup> June 2024

Signature (Chair): .....

Signature (Secretary): .....

Date of review: June 2026

# Data Protection Procedures

## 1) Introduction

South Harford & Tuckswood Community Association has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

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.

## 2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

## 3) Bookings

1. We will collect relevant details required for bookings. This will include the names and contact details of people who make the booking as well as bank account details.
2. On the booking form we will explain how their details will be used, how they will be stored. We will only send users messages which relate to their booking.
3. We will not store contact details for any other purpose other than to do with their booking.
4. We will delete and securely destroy all personal data 1 month after the booking.

## 4) Harford Community Card Holders

Local residents may sign up to have a Harford Community Card which would provide discounts on sessions and bookings. Personal information would be collected and used in accordance with the signed agreement. Please see Appendix 1.

## 5) Contacting volunteers

Local people volunteer for South Harford & Tuckswood Community Association in a number of ways.

1. We will maintain a list of contact details of our current and recent volunteers, including trustees and committee members. We will share volunteering opportunities and news with members of this list.
2. People will be removed from the list if they have not volunteered for the organisation for 12 months.
3. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
4. To allow volunteers to work together too organise for the organisation, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

## 6) Contacting committee members

1. The trustees and committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use these for anything other than South Harford & Tuckswood Community Association business, without explicit consent.

## 7) Review

These procedures will be reviewed every two years in conjunction with the Data Protection Policy.

Date agreed: 17<sup>th</sup> June 2024

Signature (Chair): .....

Signature (Secretary): .....

Date of review: June 2026

## **Appendix 1.**

# Harford Community Card Agreement

## **1) Membership**

- Membership is only open to residents of Lakenham and Tuckswood living in the Norwich City Council Lakenham Ward.

## **2) Restrictions**

- The Member agrees that they will not share their card with non-members.

## **3) Liability**

- The Member will not hold the Association liable for any tangible or intangible damage that might happen to them while participating in the membership.
- The Member agrees that the Association cannot guarantee any results from their membership. Any negative or positive results that might occur during the membership are the result of the Member's own personal choices.

## **4) Privacy**

- The Association will not share any contact or personal information about the Member with other members, non-members or any third parties.
- We may from time to time use your data to keep you informed of offers and promotions from ourselves and approved third parties. You may opt out of this at any time.

## **5) Membership Termination**

- The Association has a right to terminate the Member's membership if any of the terms and conditions of this Agreement are violated.
- The Member can terminate their membership at any point and for any reason by returning their card.