

# Ashford and District Smallholders Ltd

## Data Protection Policy

### Introduction

The data that members provide on their registration form on joining is processed electronically. This means that the Society is subject to the Data Protection Act and the GDPR (The General Data Protection regulations) which came into force on the 25<sup>th</sup> of May 2018.

Under the act, the data that members provide is not classed as “sensitive data” and as the Society is a not for profit organisation, that does not use its own CCTV data, we do not have to register with the Information Commissioners Office (ICO). The online test at the ICO has been completed which confirms this under current regulations. Nevertheless, under the act, we have responsibilities of care to uphold. The following outlines our policies: -

### What data do we keep?

We only keep data that is necessary for the running of the society. We keep the following: -

Name and postal address

Contact telephone number(s)

Email address if available

### Accuracy

We will endeavour to maintain accurate records, but we rely on members keeping us up to date. Members have the right to know what details are held about them. To request this, send an email to the Secretary at [admin@ashfordallotments.co.uk](mailto:admin@ashfordallotments.co.uk)

### What is the data used for?

The data is only used for legitimate and necessary society purposes, especially communication between Committee members and other members in the running of the society and notification of society activities and meetings.

It may occasionally be necessary for the society to share personal data with other organisations, but this will only be done when required for the good running of the society.

This is likely to include:

- **Any legal obligation required under law**
- **Surrey County Council.**
- **Spelthorne Borough Council.**
- **The National Allotment Society.**

## **Who has access to the data?**

The Secretary (and Membership Secretary when applicable) has access to all data provided by members when registering. Other Committee members have access to this data **only if required for the operational running of the Society.**

## **What happens when a member leaves the Society?**

All electronic records are deleted within 30 days of the member leaving apart from the members name which is required for accurate records to be kept on the rent sheet. Those names will be deleted after 12 months of a member leaving.

## **How do we protect the data?**

The data protection act does not specifically define the level of protection required for personal data. However, it recommends protection that is appropriate, depending on the sensitivity of the data and the risks that might be incurred in the event of a security breach. The data that we keep is not classed by the act as sensitive (examples of sensitive information are bank account details and ethnicity). Therefore, the risks that we are exposed to are no greater than the risks of an individual providing the same data to a friend for social purposes. We shall take all reasonable precautions to protect members' data.

## **Email usage**

All email traffic to and from the Secretary is on a personal email account which has a strong password, and which is changed regularly. Mass emails to the membership are sent blind (Bcc) so that addresses are not exposed.

## **Who is responsible for the implementation of this policy?**

A nominated member of the committee is responsible for ensuring that this policy is adhered to.,

The current nominee is the secretary.