

## **Friends of Rising Sun Country Park**

### **Data protection policy and procedures**



#### **Data protection Policy**

##### **Definitions**

- Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
- Data protection is about how we, as an organization, 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.

##### **Responsibility**

- Overall, final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
- All Friends Group members are responsible for observing this policy and related procedures in all areas of their work for the group.

##### **Policy Statement**

1. Friends of Rising Sun Country Park needs to keep personal data about its committee members, volunteers and supporters to carry out group activities.
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.
4. We will only collect, store and use data for:
  1. Purposes for which the individual has given explicit consent, or
  2. Purposes that are in our group's legitimate interests, or
  3. Contracts with the individual whose data it is, or
  4. To protect someone's life, or
  5. To perform public tasks
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up to date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

11. 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 to understand how to avoid it happening again. Any 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 immediately to the individual concerned.
12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

**Review**

This policy will be reviewed annually at the AGM.

Date

Signature (Chair)

Signature (Secretary)

Signature (Treasurer)

# **Friends of Rising Sun Country Park**



## **Data Protection Procedures**

### **Introduction**

1. Friends of Rising Sun Country Park has a data protection policy which is reviewed regularly. 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.
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.

### **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 on a third-party website, we will ensure the third-party complies with the UK GDPR. When it is stored on paper it will be filed securely, ideally in a lockable filing cabinet or cupboard.
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.

### **Mailing list**

1. We will maintain a mailing list. This will include the names and email contact details of people who wish to receive copies of newsletters, meeting minutes and other information associated with the function of the Friends Group.
2. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
3. We will provide information about how to be removed from the list with every mailing.

### **Contacting volunteers**

1. Local people volunteer with Friends of Rising Sun Country Park in several ways and should be encouraged to sign up for North Tyneside Councils Volunteering Scheme.
2. Volunteering opportunities and requests for help will be advertised via social media and park notice boards.
3. To allow volunteers to work together, it is sometimes necessary to share contact details with other volunteers. We will only do this with explicit consent.

### **Contacting committee members**

1. The committee needs to be in contact with one another to run the organization effectively and ensure its legal obligations are met.
2. Committee contact details will be shared with the committee.

3. Committee members will not share each other's contact details with anyone outside of the committee or use them for anything other than Friends of Rising Sun Country Park business, without explicit consent.

### **Review**

These procedures will be reviewed annually at the AGM.

Date

Signature (Chair)

Signature (Secretary)

Signature (Treasurer)