

## 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.
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 committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All committee members are responsible for observing this policy, and related procedures, in all areas of their work for the group.

## 3) Overall policy statement

1. NTSC Centre needs to be able to contact its members to keep them up to date with our activities and events. To do this we need to keep addresses, phone numbers and email addresses for our committee and members. NTSC needs to be able to contact relatives in the case of an emergency, and will also keep emergency contact details for committee and members.
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 that are in our group's legitimate interests
  - to comply with legal obligations, or
  - to protect someone's life
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 not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so or in an emergency.
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 to follow.

#### **4) Adoption and review**

This policy will be made available to all members of the Centre either by email or by post, and will be available on our website.

This policy will be reviewed every year in August.

Signature (Chair) ..... *...Carole Taylor.....*

Signature and position on committee ..... *...Gill Cope .....Talks Organiser.....*

## **Data protection procedures**

### **1) Introduction**

1. NTSC Centre 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.
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.

### **2) General procedures**

1. Data will be stored securely. When it is stored electronically, it will be password protected either by a device password or a file password. Where email contact lists are stored online in a third party website 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. These procedures and our Data Protection policy will be made available to our members via our website.

### **3) Membership records**

1. The membership secretary will maintain a membership list comprising names, addresses, telephone numbers, email addresses and emergency contact details.
2. A back up copy of the list with names and addresses only will be retained by the secretary.
3. The membership list will be used to send out newsletters, to send reminders of subs and to contact members as needed.
4. When people join the group we will explain how their details will be used, and how they will be stored.
5. We will remind members how their data is used and stored in the annual newsletter.

### **4) Email mailing list**

1. We will maintain an email mailing list of our members that will include names and email addresses, but no other personal information. This will be stored in the Chairs private email account which is password protected.
2. The mailing list will be used to give details of and arrangements for our events, and reminders of timings for subscription payments.
3. When people join the group we will explain how their details will be used and that they may ask to be removed from the list at any time.
4. We will provide information about how to be removed from the list with every mailing.
5. All group emails will use BCC to avoid giving out members email addresses to others.

## **5) Ambles mailing list**

1. The ambles administrator will hold a separate list of those who want details of ambles. This will include the names and email addresses, but no other personal information. This will be stored in a private email account which is password protected.
2. The ambles mailing list will be used to pass on details of and arrangements for ambles.
3. When people join the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will not use this mailing list for any other purpose.
4. We will provide information about how to be removed from the list with every mailing.
5. All group emails will use BCC to avoid giving out members email addresses to others.

## **6) Coach trips and holidays**

1. We will maintain separate lists of those who go on coach trips and holidays. This will include the names, phone numbers and emergency contact details. The lists will be used to give details of arrangements for the coach trips and holiday. These lists will be stored in a private email account which is password protected.
2. All group emails will use BCC to avoid giving out members email addresses to others.
3. The lists will be kept by the event organiser and shared with the home contact for use in an emergency.
4. When members book a coach trip or holiday we will explain how their information will be used.
5. Once the event is over lists will be destroyed.

## **7) Special Events**

1. From time to time we may hold temporary mailing lists of those going on special events. These may include the names, phone numbers email addresses and emergency contact details. The lists will be used to give details of arrangements for the event. These lists will be stored in a private email account which is password protected.
2. All group emails will use BCC to avoid giving out members email addresses to others.
3. The lists will be kept by the event organiser and may be shared with the home contact for use in an emergency.
4. When members book an event we will explain how their information will be used.
5. Once the event is over lists will be destroyed.

## **8) Website**

The group operates a website via a free Wix platform. We do not use cookies on this website, but we believe that Wix may have a cookie enabled. We will include a note to this effect on our website.

## **9) Contacting committee members**

1. The 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 them for anything other than NTSC Centre business, without explicit consent.

## **10) Review**

These procedures will be reviewed every year in August

Date.....

Signature (Chair).....

Signature (Secretary).....