

Data Protection Policy

Mayday Saxonvale

Last updated	August 2020
--------------	-------------

Definitions

Community Group	Mayday Saxonvale
GDPR	General Data Protection Regulation.
Responsible Person	Damon Moore.
Register of Systems	A register of all systems or contexts in which personal data is processed by the Community Group.

1. Data protection principles

The Community Group is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and Community Group measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or Community Group measures.

2. General provisions

- a. This policy applies to all personal data processed by the Community Group.
- b. The Responsible Person shall take responsibility for the Community Group's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Community Group shall register with the Information Commissioner's Office as a Community Group that processes personal data.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Community Group shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the Community Group shall be dealt with in a timely manner.

4. Lawful purposes

- a. The Community Group has noted consent as the appropriate lawful basis in the Register of Systems.
- b. Evidence of opt-in consent is held with the personal data.
- c. Consent may be revoked by members at any time.

5. Data minimisation

- a. The Community Group ensures that personal data is adequate, relevant and limited to what is necessary in relation to the stated Aims.
- b. If the constitutional basis of the Community Group changes, members shall be informed and data will be transferred to that new entity unless members request otherwise.

6. Accuracy

- a. The Community Group shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Community Group shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. The Community Group shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this will be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Community Group will promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

END OF POLICY