

DATA PROTECTION POLICY

Policy Statement

Birch Hill Community Association (BHCA) recognises that it has statutory obligations under the Data Protection Act 1998 (DPA), General Data Protection Regulations (GDPR) and associated legislation to maintain accurate data safe from unauthorised use and access. This document sets out the procedures that the Association will undertake to ensure that it complies with its legal obligations.

Procedure

BHCA has identified the treasurer as the person responsible for the data protection policy. The committee will be responsible for managing the promotion and use of the policy within the organisation.

Trustees will be responsible for ensuring that the policy is complied with by the organisation. All organisations using the premises will be expected to follow the principles of the policy.

The policy will be reviewed at two yearly intervals or sooner, if relevant legislation changes.

BHCA will register with the Information Commissioner if the information they store requires this.

Collecting and storing data

Only data that assists and furthers the meeting of objectives of BHCA will be collected and stored. This will include membership details and individual contact details. The BHCA will require written express consent from the individual before accepting their personal data. The individual will be told how the BHCA will use and the purpose of having their personal data.

No unauthorised transmission of data regarding an individual will be transferred from one person to another person/organisation without that person's knowledge. Information transferred out of the organisation will require specific consent.

Data from telephone conversations will be hand written records only.

Personal data for hirers will be stored for 1 year. Financial data for hirers will be store for 6 years to aid auditing of previous hire agreements etc.as stipulated by HMRC for charities. This information will be stored electronically or in paper form as appropriate and destroyed accordingly.

Any data collected on children or young people will be with the knowledge and permission of the person with their parental responsibility.

Staff (including seconded or contracted), Trustees or volunteers who have authorised access to personal data should not use or disclose information in any manner that is incompatible with the purpose for which it is being held.

Failure to comply with the above requirements may result in disciplinary action as outlined in the Trustee code of conduct.

This policy was approved at a meeting on ...16 May 2018