

Yaxham Village Amenities Association

YV AA: Privacy Policy: Policy and Procedure for General Data Protection Regulation

28th May 2018 [GDPR]

Introduction:

This policy and associated procedures sets out how YV AA intends to carry out its obligations under the Data Protection Act known as GDPR which came into force on the 25th May 2018.

YV AA Policy:

1. **Information held by YVAA.**

YV AA can hold information on its members – residents of Yaxham aged 16 years and over who are automatically members by virtue of their residence as per the Trust Deed of 1978, as amended. This must be lawful and obtained for the purposes of YV AA and be adequate, relevant and not excessive in relation to the purpose[s] for which it is processed. For YV AA this can include name, address, gender, Email address, telephone number upon which a member might be reachable and from time to time a photograph in which they appear taken in connection with an YV AA event. YV AA does not hold financial or employment details.

2. **The lawful use for which data is processed** is to enable the business of the Association to be conducted, primarily to advise members of events, happenings, for communicating the quarterly newsletter, Notice of Meetings, details of the AGM and other items of local news which is likely to be of interest to members.

3. **Usable information** will be obtained from a member and may be used by The Trustees, Officers or members of the General Management Committee in connection with YV AA business. Such information may be obtained by direct contact, by Email, in similar electronic format or in writing. It can only be used if the member has given his/her consent to YV AA and members must opt in, for example, to the Email list which is used to advise of events, happenings and for distributing the quarterly Newsletter, Yaxham Community News. GDPR prohibits the “opt out” form of consent having been given unless a person says otherwise.

4. **Information held** may be shared amongst members if it is compatible with the purposes of the organisation or is already in the public domain. However, it will not be shared without the consent of the person to whom it applies for a specific purpose unless it is required legally or in a return to a designated organisation such as the Charity Commission, Grant Awarding Bodies, Breckland Council etc., who themselves are subject to GDPR. It will not be shared for commercial purposes.

5. **Personal data** shall be accurate and, where necessary, be kept up to date and relate to the purposes of YV AA. Data may be stored electronically or in paper form by the Trustees and/or Officers of YV AA. Electronic storage must be protected against unauthorised or unlawful processing, destruction or accidental loss. To this end YV AA data back-up will be kept on designated storage devices which are encrypted by

password, stored securely. Paper storage must be adequately filed and stored securely and privately.

6. **A breach of the GDPR** where individual data is compromised must be reported to YV AA who, in turn, must contact the Information Commissioner's Office within 72 hours. This only applies where there is a risk to an individual, damage to reputation or loss of confidentiality.
7. **Members have the right** to withhold their personal information indicated in Paragraph 1 above. They may do so either by refusing to give consent or by notice in writing to the YV AA Data Processor [DP]. They may request to see what data is held on them by YV AA by contacting the DP for which there is no charge and which would normally be returned within one month. If the request is unfounded, excessive or identity cannot be verified YV AA may refuse but must explain why.
8. **Since they are not full members** of YV AA no personal information will be collected for persons under the age of 16 unless it is for a specific YV AA purpose and receives parental/guardian/carer consent in writing or by Email.
9. **Whilst this is unlikely** in any event no data can be transferred to a country or territory outside the EU.
10. **Related policies and procedures** This policy statement should be read alongside our organisational policies and procedures, these are available for inspection in Yaxham Village Hall, at www.yaxhamvillagehall.com or by request to yaxhamvh@gmail.com
11. **Any concerns** relating to these issues should be made to the Chair of Trustees at yaxhamvh@gmail.com

We are committed to reviewing our policy and good practice annually.

Date Policy Reviewed:

May 2019

Next Review Date: May 2020

Signed: Peter Smith.....

Peter Smith Chair of Trustees

Date 28th May 2019

Further advice and support

At any stage you may wish to seek further advice or support from the following sources:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr>

<https://ico.org.uk/media/for-organisations/data-protection-reform/overview-of-the-gdpr-1-13.pdf>