



Data Protection Policy

East Preston Men in Sheds (EPMIS) Data Protection Statement

EPMIS is classified as a Data Controller under the General Data Protection Regulation (the GDPR). This policy outlines our commitment to protecting the personal data of people in relation to our organisation's work in accordance with the GDPR (The General Data Protection Regulation) as regulated by The Information Commissioner's Office (ICO), the UK authority on data protection - and carrying out any data processing with transparency, accountability and good governance.

Below are the Sheds main contacts for data protection in line with this policy. They should be your primary contact should you wish to discuss something related to data protection, or need further information.

Data Protection Officer (DPO): KELVAN GALE **DPO Tel: 07515 505538**
DPO Email: kelvan@kelvan1955.plus.com

Data Protection Officer (DPO): ADRIAN MILLER **DPO Tel: 07723 690906**
DPO Email: Niddyboy@hotmail.com

The DPO' are volunteers and have responsibility for ensuring personal data is collected and processed lawfully in line with this policy and the GDPR, and is kept secure.

Definitions

This policy uses the GDPR's definitions for the following key terms;

Personal Data – any information relating to an identified or identifiable natural person, both 'direct' and 'indirect' identification.

Natural Person - an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.

Data Collection From time to time, we will need to process the following examples of personal data from volunteers, service users and other natural persons related to our work. We may also, at times, need to collect and process personal data not listed here. The following are some examples of the types of personal data we may collect and process.

- Name
- Next of kin
- NI Numbers
- GP
- Contact information e.g. address, telephone numbers, email addresses
- Information about your age, health issues, ethnicity, gender, nationality, disability status
- Your occupation and job title
- Information about your skills, interests and qualifications

We may use this information to:

- Manage memberships
- Understand the views and opinions of Sheddors and other related persons
- Handle complaints
- Monitor the impact of our work
- Improve our services
- Carry out administration functions
- Get help if somebody is in danger or unwell e.g. contact next of kin if an accident or emergency occurs
- Send information we think might be of interest to you
- Comply with legal obligations

In line with the GDPR:

EPMIS will ask for, and record, individuals' consent prior to collecting and processing data for certain purposes and provide clear and concise privacy notices to provide information on how and why we are collecting and processing particular data.

EPMIS will ensure it provides ongoing opportunities to give or revoke consent where appropriate and necessary in line with the GDPR.

EPMIS will maintain a live log of the data collected from its membership. This allows us to demonstrate our compliance with the GDPR.

EPMIS will never, under any circumstances, use personal data to discriminate against a person for any reason.

EPMIS will audit personal data on file on an annual basis to ensure it is still relevant, needed and lawfully held. If ever we need to use data for another purpose, we will make sure we inform and/or request consent from the relevant persons, in line with the GDPR.

Data Handling

EPMIS understands its obligations under the GDPR, when collecting, controlling and managing personal data. We will ensure that we:

- process data lawfully, fairly and in a transparent manner.
- collect data only for specified, explicit and legitimate purposes and not further processing in a manner that is incompatible with those purposes.
- process data adequately, relevant and limited to only what is necessary.
- ensure personal data is accurate and kept up to date, rectifying and erasing any errors or inaccuracies.
- will keep personal data in a form that permits identification of individuals for no longer than is necessary for the purpose.
- process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against loss, destruction or damage.

EPMIS takes the matter of safety of personal data very seriously and will always ensure we put in place robust safety measures, appropriate to the type of information we hold and process.

The exact way we store personal data for each purpose will be documented in our Data Protection Log.

Individual Rights

EPMIS is aware of the rights for individuals whose personal data we hold. In line with those rights we will ensure we process data in accordance with these rights. We will:

- Be transparent and inform them of how and why we will process their personal data, as well as the lawful basis for doing so.
- Respond within 30 days if people ask to access their personal data, allowing them to verify its lawful collection and processing.
- Rectify any inaccurate or incomplete personal data without delay.
- Erase any personal data when it is no longer needed or there is no lawful reason for it being held.
- Take immediate action if an individual requests that we suppress the processing of their data or objects to its collection, retaining just enough to respect their wishes in future.
- Never process personal data for more than it's lawful, documented purpose(s).
- Obtain clear, active consent from each individual where we are lawfully obliged to do so.

Data Breaches

EPMIS recognises the GDPR's guidelines to record, rectify and report, where necessary, data breaches; where a breach of security leads to the destruction, loss, alteration or unauthorised disclosure of, or access to, personal data. EPMIS's DPOs are allocated the responsibility for minimising the likelihood of breaches and taking prompt action if ever they happen. EPMIS will ensure it notifies the individuals whose data is involved if there is any adverse risk to them

as a result of the breach, and where necessary notify the Information Commissioner's Office (ICO).

Accessing Information

Under the GDPR, individuals have the right to access the information held about them. If you would like to request information held, or be reminded of the reasons, lawful basis and methods of keeping your personal data, please send a request in writing to:

FAO ADRIAN MILLER

EAST PRESTON MEN IN SHEDS

c/o East Preston Parish Council

122-124 Sea Road

East Preston BN16 1NN

We will aim to respond to all requests within 30 days.

EPMIS is exempt from registering with the ICO because is it a non-profit making organisation / only makes a profit only for its own purposes.

EPMIS only:

- processes information necessary to establish or maintain membership or support.
- keeps the information while the individual is a member or supporter or as long as necessary for member/supporter administration.