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|  | **Friends of Cherry Orchard Park**  **Data Protection Policy** |

**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 and may include images and audio recordings as well as written information.
2. Data protection is about how we, as a community group, 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 volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

**3) Overall policy statement**

1. The Friends of Cherry Orchard Park needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
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 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.
5. The Friends of Cherry Orchard Park hold your **name, address and/or email address** in order to keep you informed about news, developments or problems in Cherry Orchard Jubilee Country Park or to invite you to be involved in events organised by our group, including Conservation Volunteers workdays.
6. We will provide individuals with details of the data we have about them when requested by the relevant individual.
7. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
8. We will endeavour to keep personal data up-to-date and accurate.
9. We will store personal data securely.
10. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
11. We will not share personal data with third parties unless legally required to do so.
12. 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.
13. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

**4) Review**

This policy will be reviewed every two years

Date……………………………………….

Signature (Chair)…………………………………………………………….

Signature (Secretary)…………………………………………………………

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|  | **Friends of Cherry Orchard Park**  **Data Protection Procedures** |

**Data protection procedures**

**1) Introduction**

1. The Friends of Cherry Orchard Park 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 kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive, iCloud) we will ensure the third party complies with the GDPR and requires two factor authentication. 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. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

**3) Mailing list**

1. We will maintain a mailing list. This will include the names and contact details of people who wish to be informed about news, developments or problems in Cherry Orchard Jubilee Country Park or to be invited to join in events organised by our group, including Conservation Volunteers workdays.
2. When people become members of the group they will be signed up to the list and 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.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.
5. We will use mailing list providers who store data within the EU.

**5) Contacting volunteers**

1. Local people volunteer for Friends of Cherry Orchard Park in a number of ways.
2. We will maintain a list of contact details of our members. We will share volunteering opportunities news and park information with the people on this list.
3. People will be removed from the list if they have not renewed their membership of the group for 18 months.
4. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
5. To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

**6) 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 The Friends of Cherry Orchard Park business, without explicit consent.

**7) Selling merchandise**

This is not relevant at present, but the paragraph has been retained in the Data Protection Procedures for possible future use.

1. We make and sell calendars and cards featuring photos of the local neighbourhood, to help raise money for the group.
2. To order calendars and cards, people complete an order form on our website, which includes providing a name and address for the items to be delivered to.
3. When ordering, people will be asked if they wish to be added to our mailing list (see section 3). If they do not opt to be on the mailing list, their details will be deleted within one month of processing their order and will not be used for any purpose other than communicating with them about their order.

**8) Review**

These procedures will be reviewed every two years

Date………………………………………..

Signature (Chair)…………………………………………………………….

Signature (Secretary)…………………………………………………………

**Data Protection Statement for Members**

We will only collect, store and use data for purposes that are in our group’s legitimate interests.

**The Friends of Cherry Orchard Park hold your name, address and/or email address and include it on our mailing list in order to keep you informed about news, developments or problems in Cherry Orchard Jubilee Country Park or to invite you to be involved in events organised by our group, including Conservation Volunteers workdays. You may ask to be removed from the list at any time.**

Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive, iCloud) we will ensure the third party complies with the General Data Protection Requirements (GDPR) and needs two factor authentication. When it is stored on paper it will be filed carefully in a locked filing cabinet.

Payment of your membership fee will be considered consent to your name, address and email address being stored.