

# **DATA PROTECTION**

## **Policy for Yelverton Community Projects (YCP)**

### **1. CONTEXT**

Personal data means data that relates to a living individual who can be identified from those data.

In May 2018 the **General Data Protection Regulation (GDPR)** replaces the **Data Protection Act 1998**. All organisations that process personal data have to comply with this new legislation which strengthens the rights of individuals to access and amend their personal data; places greater emphasis on an organisation's accountability; and has more serious consequences for non-compliance.

### **2. INDIVIDUALS' RIGHTS**

The GDPR provides eight rights for individuals that organisations must comply with:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- rights in relation to automated decision making and profiling (not applicable to YCP)

### **3. PRIVACY NOTICE**

YCP holds personal data on computer and on paper solely for establishing and maintaining records of volunteers and users of its services and for providing or administering activities for users in a safe and effective manner. The data is given to YCP by the individuals concerned and is not shared with any other organisation. The lawful basis for processing personal data is that it is necessary for the provision of YCP services. Individuals have the eight rights listed above, including the right to withdraw consent for holding data and the right to complain to the Information Commissioner's Office.

The three operating arms of YCP use data slightly differently. YelverCare keeps names, addresses, telephone numbers and email addresses of volunteers and clients. Prospective volunteers who need DBS checks, will be informed by the volunteer coordinator that the sensitive personal data collected and the resultant confirmation details will be kept only for the required six months. Personal data is deleted three years after the last time a client accesses YCP services or immediately a volunteer retires from the role. The controller of personal data for YelverCare is Randall Williams.

Yelverton Cinema keeps names and email addresses for those who wish to be kept informed of future screenings. Mailings are currently made through MailChimp and comply with MailChimp's data protection policy, which is compliant with the GDPR.

Personal data is kept until an individual expresses a wish to unsubscribe from the list, upon which the data is deleted immediately. The controller of personal data for Yelverton Cinema is Keith Parriss.

Yelverton Play Park conducts a monthly lottery and keeps names, addresses and details of the financial contribution for participants in the lottery. Records are kept for six years after an individual has stopped participating, in line with standard practice for financial records. The joint controllers of personal data for Yelverton Play Park Lottery are Maddy Carr and Brian Medhurst.

It will be ensured that any future third party organisation that YCP deals with is fully compliant with the GDPR. The data protection officer for YCP is Ric Cheadle, Chair of YCP. He maintains an overview across the three operating arms.

#### **4. CODE OF GOOD PRACTICE FOR VOLUNTEERS**

YCP has clearly defined practical measures to keep personal data secure against unauthorised or unlawful loss or disclosure:

a) Computer data

- all personal data held electronically is to be appropriately secure, in common with standard practice
- computers to have a firewall, virus-checking and anti-spyware
- computer operating systems to be set up to receive automatic updates
- regular back-ups of personal data to be taken and kept in a separate place
- personal data to be removed securely (using technology or destroying the hard disc) before disposing of old computers
- do not send sensitive personal information about volunteers or clients by e-mail
- do not send offensive e-mails about volunteers or clients that could bring YCP into disrepute
- think carefully about who should receive e-mails, avoid group addresses except for committee communications; correct practice, otherwise, is to use bcc (blind carbon copy)

b) Manual data

- the security of the portable office box is the responsibility of the duty volunteer at all times: the box must be transferred directly from one volunteer to the next and is not to be left unattended outside a volunteer's house
- volunteers running the office or directly helping clients have a duty of confidentiality for their clients and must realise that they can be prosecuted for not adhering to this

#### **ACKNOWLEDGEMENTS**

Charity Commission, Information Commissioner's Office.

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