

Policy

GDPR AND PRIVACY POLICY

Version:	1.0		
Effective date:	6 December 2021		
Purpose:	<p>The Friends of Rowntree Park collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation, to enable it to organise participative events for local residents, and to recruit and manage staff, volunteers, and trustees.</p> <p>To ensure the that the personal data of all parties associated with the Friends of Rowntree Park is managed and processed in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.</p>		
Scope:	All staff, volunteers, members, and contractors of FRP		
Associated Policies, Guidelines and Procedures:	<ul style="list-style-type: none"> ● Volunteering policy ● Whistleblowing policy ● Data protection policy ● Recruitment policy (Employee, Contractor & Trustees) ● Communication policy ● Equal opportunities policy ● Complaints handling policy 		
Approved by:	FRP Trustees	Date:	2021
Last Amended:	December 2021		
Next Review:	December 2023		

Data Protection

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

1. Introduction

- 1.1. FRP uses personal information to fulfil some of our core functions. This includes recruitment of trustees, volunteers, and members.
- 1.2. We are trusted to use this information responsibly. Mismanagement of personal data could result in breaching the Data Protection legislation.
- 1.3. Information on how to find out more about the personal data of members can be found in Appendix 1.

2. Definitions

- 2.1. Personal data is any information from which a living person can be identified. This can include names, contact details, job titles, and media such as photographs and video.
- 2.2. The Data Protection Act was updated in 2018 in conjunction with the introduction of the General Data Protection Regulation (GDPR). This legislation controls how personal information is used by businesses, the government, and other organisations.
- 2.3. It is usually ok to share a third party's data if it is used in a professional context, as business data is not personal data.
- 2.4. A personal data breach can occur

3. Personal data collected by Friends of Rowntree Park

- 3.1. We collect data for the following categories of people:
 - Members
 - Supporters (also referred to as volunteers)
 - Trustees and contracted staff
 - External organisations and partners
- 3.2. Personal data that is routinely collected for all of the above is:
 - Names
 - Home address
 - Email address
 - Phone number
- 3.3. Additional data is collected for contracted staff, volunteers and trustees, including
 - Financial information such as bank details to ensure remuneration is possible
 - Terms and conditions of employment such as offer letters and contract of employment
 - Complaints procedures in which any member of staff, volunteer or trustee has been involved

- 3.4.** We collect this information via:
- Membership application form
 - Recruitment process from information provided directly as part of the application process
 - From forms completed at the start of or during employment or tenure as a volunteer
 - Sometimes we may need to collect information from third parties such as when seeking references for employment

4. How personal data is used

- 4.1.** We use members' data for the purposes of communicating news about the Park, including events organised by the FRP, updates relating to the park from external partners such as the City of York Council, invitations to member meetings and events, maintaining our membership records, and to distribute our Newsletter.
- 4.2.** Wherever possible, all communication is by email; GPO post may be used to communicate with any members who have not provided an email address.
- 4.3.** Trustee personal data is shared with the Charity Commission as per legal requirements
- 4.4.** Members' personal data is maintained by the Charity Manager and is shared with the committee and trustees only if relevant.
- 4.5.** Volunteer Leads have the contact details for their active volunteers.

5. Access to personal data

- 5.1.** The Chair of the Trustees and the Charity Manager can access the data of members and external partners that we work with.
- 5.2.** The Charity Manager has contact details for all Volunteer Leads and has access to the details of all volunteers.
- 5.3.** The Volunteer Leads have the contact details of their active volunteers.
- 5.4.** Personal data is not shared by us for use by any other organisation.
- 5.5.** Payments (membership/donations/event tickets) are made in person, via bank transfer or through Paypal and we do not have access to your payment details.

6. Responsibility

- 6.1.** Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The Trustees are responsible for ensuring the FRP meets its obligations.

7. Storage and retention

- 7.1.** Personal data is stored in the following ways by FRP:
- Cloud-based system that is restricted to authorised personnel only
 - Secure and password protected spreadsheets stored in the cloud-based system
 - As email contact lists including those on mailchimp for newsletters
- 7.2.** FRP will hold personal data for the duration of your work or membership with us.
- 7.3.** Membership data is retained for three months beyond the date of membership expiry; this practice offers a reasonable balance so that should a member forget to renew, but then do so within 3 months, they can easily be reinstated.
- 7.4.** We will not hold personal data for any longer than necessary. All personal data which is no longer required will be disposed of securely.

8. Data breaches

- 8.1.** The Information Commissioner's Office describes a data breach as 'A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.'
- 8.2.** The most common forms of breach relates to email use.
- 8.3.** If you have accidentally sent out an email to the wrong recipient, have disclosed personal details, or have any concerns relating to personal data, please contact the Chair of the Trustees at chair@rowntreepark.org.uk

By becoming a member of FRP you are consenting to:

- FRP storing and using your data electronically or via paper. This is only for membership purposes.
- You are consenting for us to store and process your data on our mailing list. We use Mailchimp to subscribe you to our newsletter and events list. You may unsubscribe from this mailing list at anytime by following the link on the mailouts.
- If you do not want to continue to be a member please contact us at membership@rowntreepark.org.uk and we will delete your details from our lists
- If you want to opt out of receiving the newsletter or hearing from us, contact us at membership@rowntreepark.org.uk
- To check what data we have about you, change or request the deletion of the details we hold for you, contact us at membership@rowntreepark.org.uk