

WAINGROVES COMMUNITY ASSOCIATION PRIVACY POLICY – March 2022

Waingroves Community Association respects privacy and is committed to maintain personal data in line with the GDPR May 2018. This document has been produced to the best of our knowledge.

Who we are and our aims/objectives

Waingroves Community Association is a registered charity number 517734 operated by volunteers. The objectives of the Association are to manage Waingroves Community Centre and to promote the benefit of the inhabitants of Waingroves to advance education, social welfare and recreation for improving life. The Association raises funds for this cause and also holds community events throughout the year and promotes village community spirit.

Data Controller

For the purposes of the GDPR the trustee committee is the data controller.

Information we hold and how we use it

Committee members (Trustees)

By joining the committee an individual has given consent for:

- Name to be included in minutes, and e-mail addresses to be used for communication purposes.
- Name, address, date of birth to be provided to the Charity Commission and name to be displayed on Charity Commission website
- Name and role held (where applicable) to be included in the annual report of the organisation which is distributed to other committee members, Charity Commission and local authorities (where requested)

Members of the committee (in particular Officers of the Committee) will provide details with their consent, where required, to organisations, such as insurers, bank, local authorities and regulatory bodies. Names of members of the committee may also be held on internal administrative documentation for the legitimate purpose of the aims of Waingroves Community Centre (for instance key holder list).

Members of the Committee are made aware that documents should not be shared outside of the intended audience. When an individual leaves the committee they will be asked to return any personal data they hold on behalf of Waingroves Community Association to another stated member of the committee, or destroy this if no longer required. Any personal data which has been obtained for the purpose of Waingroves Community Association cannot be used for any other purpose.

Booking and hiring

The Booking Officer of the Committee will provide consent for their contact details to be published in relation to hire of the Centre.

Hirers of Waingroves Community Centre will be asked to provide name, phone number and/or e-mail address. This is held by the Booking Officer and the Treasurer for the legitimate purposes of hire and payment, and be seen by the auditor for finance purposes. Names may be passed to the Caretaker for the purpose of managing access.

The Caretaker's phone number may be displayed outside of the Waingroves Community Centre, with their consent.

Employee Information

Where the Organisation employs an individual, personal details will be held by Officers of the Committee for the purpose of employment, contact and payment.

Event and village promotion

Where any individual's details are utilised in advertising an event or in a document such as a "Village Directory of groups and organisations", consent will be sought prior to publication.

Accident book

For the purposes of recording any accidents or incidents name and contact will be taken of the individual involved, along with details of the incident (which may include medical information if applicable). A copy of this will be provided to the individual and a further copy stored securely by the Secretary.

Outside services

Where an outside service is provided by a non-commercial individual or organisation, the member/s of the committee responsible for this service may hold personal details of the said individual or organisation with consent. This will be held purely for the purpose of the service provided in relation to Waingroves Community Association.

Photocopying

Names are taken by the organisation for the purpose of recording page count and payment for photocopying services. By procuring this service it is given that consent has been provided to hold this information.

Incidental events and raffles

Where names and contact details are provided by individuals for the purposes of an incidental raffle or to take part in a Community Association event, it is understood that they have provided consent for this information to be utilised for this purpose.

Photo/video

Permission will be obtained from an individual before a photograph/video of them is taken on behalf of Waingroves Community Association. These will be used for Community Association purposes only for the promotion of the Centre and community events, and for reporting and recording of events. This may include using them on the Centre website and social media pages.

Under 18 consent

Where consent is required, if an individual is under 18 a parent/guardian will be required to provide consent.

How kept safe

All electronic data to be stored on password protected devices where possible. All paper copy data is stored at individual's locked homes. Where paper copies are required to be utilised outside of the locked home for the purposes of the group, the individual/s holding this information will take the relevant precautions to ensure that only those people who require it have access to the information and that it is appropriately kept safe whilst in use.

Retaining information

We hold personal data only as long as necessary for each purpose we hold it, in line with information audit completed 2018. Where no longer required paper copies will be shredded and electronic copies will be deleted. Note that photos/videos may be held indefinitely. Any information required on retention can be obtained using the "access to the information we hold" as below.

Sharing information

Personal data will only be passed onto other third parties in relation to activities for Waingroves Community Association and prior consent will be obtained from the individual/s.

Access to the information we hold

Under GDPR individuals have a right to see what information is held on them by our organisation, including, but not limited to, the right to have this updated, amended or removed. For full details of the rights please see the Information Commissioner's Office website www.ico.org.uk

You may request the data we hold on you by contacting us at info@waingrovescommunitycentre.uk Before any information is provided we will request a face to face meeting, including photographic identification and address verification. In the case of an under 18 the parent/guardian must make the request and evidence of both the child and the parent/guardian must be provided.

A response will be provided within one month.

Data breaches

If any individual believes a breach of data has occurred this should be notified to the trustees (committee) with immediate effect. All notifications of a breach, or suspected breach will be documented. The process for a breach will follow the guidelines and stipulations set out by the Information Commissioner's Office www.ico.org.uk

How to contact us - If you have any queries please contact us at info@waingrovescommunitycentre.uk