

# NORTH HAMPSHIRE PROSTATE CANCER SUPPORT GROUP

## DATA PROTECTION POLICY

### 1. Introduction

1.1 This policy document outlines how NHPCSG will ensure compliance with the General Data Protection Regulations (GDPR) legislation effective from 25 May 2018. The NHPCSG management committee is committed to ensuring that the principles of the new legislation are adopted into our working procedures.

### 2. Membership Data [What and Why]

2.1 Communication with the membership is the life blood of running the Support Group. The Membership Secretary therefore keeps records of existing members and obtains details when new members join.

2.2. We ask members to provide their personal data in the form of:

- ◆ Their names
- ◆ Telephone numbers
- ◆ e-mail address
- ◆ Postal address
- ◆ Emergency contact name and phone number

2.3 Wives, partners and relatives of a man who attends group events are considered as full members of the NHPCSG and have the same rights under GDPR. They have the option to either a) have their details stored as a separate member record or b) held together as one joint record in which case the wife/partner must sign the membership form to agree to the above.

2.4 Membership data (as defined in 2.2) is primarily used for letting our members know about group meetings, social events or to forward carefully screened prostate cancer related information from partner organisations such as PCUK, Macmillan Cancer Support or Tackle. Members' details are not passed on to any third party organisation such as the partners already mentioned.

As a caring organisation, we aim to provide support for members who may be ill or otherwise indisposed, and at such times members may like to send cards or offer other forms of practical support. That would only be possible if they knew the contact details of the member involved.

The membership form has a section whereby members can allow/disallow contact details to be forwarded by the group's Membership Secretary under these specific circumstances.

Under no circumstances will the full membership list and contact details be circulated either internally or externally to the group.

2.5 A record is kept of attendance at group meetings to act as a catalyst should follow-up action be required e.g. to check on how members are getting along.

2.6 Should other members of the Management Committee need to communicate with the membership at large, this is done in writing or by email through the Secretary. If outside organisations (e.g., PCUK, Tackle) wish to communicate with our members, such communication is routed through the Secretary.

2.7 If a member wishes to contact another member for personal reasons not otherwise defined in Para 2.4, contact details are not released. The Secretary or Membership Secretary may at their discretion, contact the other member to ask for consent to provide the information to the requestor.

2.8 The Chairperson also holds a copy of the membership database that is regularly updated so that, in the absence of the Secretary or Membership Secretary, business may continue.

2.9 The Co-ordinator for the exercise group also holds their own contact list of members attending the exercise group. Details about these exercise group members are also held by Basingstoke Sports Centre and are subject to their own GDPR policy.

2.10 The distribution lists held by the Chairperson and Exercise Group Co-ordinator are subject to the same level of protection as the main membership list of personal data.

### **3. Photographs**

3.1 The NHPCSG would like to use photos of Committee members to help the membership identify who is on the Committee. The NHPCSG would also like to use photos of members taken at group events, social events, exercise classes, public awareness events or other occasions involving members. These photos may help further to publicise the work of NHPCSG.

3.2. The photos may be used for, but not limited to, the following:

- ◆ Group newsletter (The Buzz)
- ◆ Group event computer projection displays
- ◆ Talks
- ◆ Website
- ◆ Social media e.g. Facebook, twitter
- ◆ Press articles

3.3 Members are asked to accept or decline the use of their photos in the way outlined above on the membership registration/consent form.

3.4 It is the responsibility of the person taking the photographs at Group events to ask permission before proceeding. Members may object at the time if they do not wish their photographs to be taken and used in the way outlined here.

### **4. Data Storage and Protection**

4.1 Membership details are transferred to a computer database and the Group's standard e-mail circulation list updated (except for members without internet).

4.2 Original signed membership forms and any paper copies of the full or partial membership list are held securely within the confines of the committee member's home.

4.3 The membership database is encrypted and password protected and held on a computer in the Membership Secretary's home. Access to the data on the computer is controlled and password protected and restricted to the Membership Secretary and Secretary. The database is regularly backed up.

4.4 Any membership details held on portable media (hard drives, memory sticks CDs etc) for backup purposes or for transfer to a new membership secretary etc. must be encrypted and password protected

4.5 Internet security software must be utilised and kept up to date for computers holding membership details and operating system and database software (e.g. Excel etc) must be of currently supported versions.

4.6 If information is held on other devices e.g. tablets or smart phones, these must also be password protected.

4.7 Access to data is thus controlled and the NHPCSG standard e-mail distribution is a group distribution (blind carbon copy bcc) which ensures that members do not know one another's e-mail addresses.

## **5. How Long Data Is Retained**

5.1. Inevitably, over time, membership losses will occur for a number of reasons. If members have not attended Group meetings for twelve months, and have not responded to follow-up attempts to contact them over a further month, their details will be erased from NHPCSG records. If thereafter contact is re-established, the member will need to complete fresh membership enrolment forms.

5.2. When a male member dies, their record will be amended as soon as practicable. The spouse/partner will have the option of continuing as a member of the group or having their personal data removed.

## **6. Responsibilities for Data Protection**

6.1. The Committee has nominated the Membership Secretary as the coordination officer for data protection compliance and to provide the

point of contact for all members on data protection matters. Any other committee member who holds the members data is equally responsible for ensuring that members' data is held securely.

6.2 Member queries or corrections to their personal information held by the NHPCSG must be dealt with promptly and effectively by the Membership Secretary. The Membership Secretary must inform the committee if they become aware of any member complaints regarding data protection.

6.3 The committee will appoint a group member, other than the Membership Secretary, to advise on any future changes to data protection legislation.

## **7. Data Breaches**

7.1. In the event of a breach in the data protection arrangements, the Chairperson (or Deputy in his absence) will appoint an independent member from the Committee, or Group, to investigate. The individuals affected by the breach will be advised as soon as possible. The investigating officer will report back to the Chairperson or Deputy Chairperson and, if identified, make proposals on procedural improvements. If agreed, such proposals will be implemented as a matter of urgency.

## **8. Members Rights**

8.1 The GDPR means that we:

- ◆ Tell members what is done with their data (as defined in 2.2) at the point of collection and ask for permission to store their data.
- ◆ Ensure that there is a positive opt-in to receiving information from us.
- ◆ Tell members they have the right to request a copy of their data (as defined in 2.2) held by the NHPCSG.
- ◆ Tell members that they should inform the Membership Secretary in writing or by e-mail if they wish to change their details held by the group or to be removed from the database altogether.

- ◆ Make them aware that this policy document exists and that they may request a copy.
- ◆ Inform members they must positively opt-in (agree) to the use of their photographs being used for any group printed, digital projection purposes.

8.2. The form at Annex A has been adapted from that issued by PCUK and is designed to meet the requirements of the new legislation. There is a Q and A leaflet at Annex B explaining to members their rights etc.

## **9. Awareness**

9.1. Everyone on the NHPCSG management Committee needs to understand the data protection requirements and be satisfied that the NHPCSG systems ensure compliance. The management committee has therefore signed-off this document as a statement of its policy.

## **10. Ongoing Audit and Review**

10.1 This document forms part of the NHPCSG Operations Manual and will be reviewed annually