

THE WEDNESDAY CLUB

Data Protection Policy and Procedures Dated 20 August 2018

Introduction

1. We are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Data in order to carry on our work of managing The Wednesday Club. This personal information must be collected and handled securely. The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. The Chairman will remain the data controller for the information held. The Chairman and volunteers are personally responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. The Chairman and volunteers who have access to personal information will therefore be expected to read and comply with this policy.

Purpose

2. The purpose of this policy is to set out The Wednesday Club commitment and procedures for protecting personal data. It has been written with a view to ensure compliance with the guidelines detailed at Annex A, which specify 8 principles for processing personal data. The Chairman and volunteers regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen. The following are definitions of the terms used:

- a. **Data Controller** – The Chairman, who decides what personal information The Wednesday Club will hold and how it will be held or used.
- b. **Act** - Act means the Data Protection Act 1998 and General Data Protection Regulations - the legislation that requires responsible behaviour by those using personal information.
- c. **Data Protection Officer** – the person responsible for ensuring that The Wednesday Club follows its data protection policy and complies with the Act. [Note – The Wednesday Club is not required to appoint a DPO].
- d. **Data Subject** – the individual whose personal information is being held or processed by The Wednesday Club, for example a member, donor or hirer.
- e. **“Explicit” Consent** – is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him. Explicit consent is needed for processing “sensitive data”, which includes:
 - (1) Racial or ethnic origin of the data subject
 - (2) Political opinions
 - (3) Religious beliefs or other beliefs of a similar nature

- (4) Trade union membership
 - (5) Physical or mental health or condition
 - (6) Sexual orientation
 - (7) Criminal record
 - (8) Proceedings for any offence committed or alleged to have been committed
- f. **Information Commissioner's Office (ICO)** - the ICO is responsible for implementing and overseeing the Data Protection Act 1998.
- g. **Processing** – means collecting, amending, handling, storing or disclosing personal information.
- h. **Personal Information** – information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

Application of the Data Protection Act within The Wednesday Club

3. We will let people know why we are collecting their data, which is for the purpose of managing The Wednesday Club. It is our responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to the Chairman and volunteers.

Correcting data

4. Individuals have a right to make a Subject Access Request (SAR) to find out whether The Wednesday Club holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.

Responsibilities

5. The Chairman is the Data Controller under the Act, and is legally responsible for complying with Act, which means that they determine what purposes personal information held will be used for. The Chairman will take into account legal requirements and ensure that they are properly implemented. Appropriate management processes and controls are to be implemented to ensure:
- a. Information is collected and used fairly.
 - b. The purposes for which information is used are specified.
 - c. Collection and processing of appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
 - d. The quality of information used.
 - e. The rights of people about whom information is held, can be exercised under the Act. These include:

- (1) The right to be informed that processing is undertaken.
- (2) The right of access to one's personal information.
- (3) The right to prevent processing in certain circumstances.
- (4) The right to correct, rectify, block or erase information which is regarded as wrong information.
- (5) That appropriate technical and organisational security measures are taken to safeguard personal information.
- (6) That personal information is not transferred abroad without suitable safeguards.
- (7) That people are treated justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.
- (8) That clear procedures are set out for responding to requests for information.

f. That volunteers are aware that a breach of the rules and procedures identified in this policy may lead to administrative action being taken against them.

6. The Data Protection Officer [if appointed] will be responsible for ensuring that the policy is implemented and will have overall responsibility for:

- a. Everyone processing personal information understands that they are responsible for following good data protection practice.
- b. Everyone processing personal information is appropriately trained to do so.
- c. Everyone processing personal information is appropriately supervised.
- d. Anybody wanting to make enquiries about handling personal information knows what to do.
- e. Dealing promptly and courteously with any enquiries about handling personal information.
- f. Describing clearly how The Wednesday Club handles personal information.
- g. Regular review and auditing of the ways that The Wednesday Club holds, manages and uses personal information.
- h. Regular assessment and evaluation of methods and performance in relation to handling personal information.

Procedures for Handling Data & Data Security

7. The Wednesday Club has a duty to ensure that appropriate technical and organisational measures and training are taken to prevent:

- a. **Unauthorised or unlawful processing of personal data.** The personal and sensitive data required to underpin the core activities of The Wednesday Club has been mapped out and can be found at Annex B. No additional information is to be processed without consent of The Chairman and a subsequent review of Annex B.

b. **Unauthorised disclosure of personal data.** Personal and sensitive data held by The Wednesday Club will only be shared amongst the Chairman and Volunteers in order to facilitate core activities of The Wednesday Club. Sensitive medical data will only be disclosed to emergency services in the event of them being required. Disclosure of personal or sensitive data to any other third parties is not authorised and strictly prohibited.

c. **Accidental loss of personal data.** If loss of personal data is suspected, then an investigation is to be conducted under the control of The Chairman. Procedural weakness identified are to be rectified at the earliest opportunity and in the case of human error remedial training is to be instigated – all with a view to minimising the likelihood of further data loss. Where gross negligence is identified The Chairman reserves the right to take appropriate administrative action against individuals. Data Subjects are to be informed as soon as loss is identified and they are to be offered the opportunity to complain via the Information Commissioner's Office (www.ico.org.uk/make-a-complaint/)

d. **Unnecessary retention of personal data.** When a Data Subject is no longer involved with the organising of, or attendance of, Wednesday Club activities, all electronic or hard copies of personal data relating to the Data Subject are to be destroyed. Where an individual does not give notice of cessation of involvement then related personal data is to be retained for a maximum of 6 months before appropriate disposal.

8. The Chairman and volunteers must therefore ensure that personal data is dealt with properly no matter how it is collected, recorded or used. This applies whether or not the information is held on paper, in a computer or on cloud based applications such as Facebook. Personal data relates to data of living individuals who can be identified from that data and use of that data could cause an individual damage or distress. This does not mean that mentioning someone's name in a document comprises personal data; however, combining various data elements such as a person's name and salary or religious beliefs etc. would be classed as personal data, and falls within the scope of the DPA. It is therefore important that all personnel consider any information (which is not otherwise in the public domain) that can be used to identify an individual as personal data and observe the guidance given below.

a. **Privacy Notice and Consent Policy.** The privacy notice and consent policy form is at Annex C. Once completed by Data Subjects the forms are to be retained by the Chairman as proof of consent.

b. **Operational Guidance**

(1) **Email.** The Chairman and volunteers should consider whether an email (both incoming and outgoing) will need to be kept as an official record. If the email needs to be retained it should be saved into the appropriate folder or printed and stored securely by the Chairman. Remember, emails that contain personal information no longer required for operational use, should be deleted from personal mailboxes and any "deleted items" box.

(2) **Phone Calls.** Phone calls can lead to unauthorised use or disclosure of personal information and the following precautions should be taken:

(a) Personal information should not be given out over the telephone unless you have no doubts as to the caller's identity and the information requested is innocuous.

(b) If you have any doubts, ask the caller to put their enquiry in writing.

(c) If you receive a phone call asking for personal information to be checked or confirmed be aware that the call may come from someone impersonating someone with a right of access.

(3) **Laptops and Portable Devices.** All laptops and portable devices that hold data containing personal information must be protected with a suitable encryption program (password). Ensure your laptop is locked (password protected) when left unattended, even for short periods of time. When travelling in a car, make sure the laptop is out of sight, preferably in the boot. If you have to leave your laptop in an unattended vehicle at any time, put it in the boot and ensure all doors are locked and any alarm set. Never leave laptops or portable devices in your vehicle overnight. Do not leave laptops or portable devices unattended in restaurants or bars, or any other venue. When travelling on public transport, keep it with you at all times, do not leave it in luggage racks or even on the floor alongside you.

(4) **Data Security and Storage.** Store as little personal data as possible on your computer or laptop; only keep those files that are essential. Personal data received on disk or memory stick should be saved to the relevant file. The disk or memory stick should then be securely returned (if applicable), safely stored or wiped and securely disposed of. Always lock (password protect) your computer or laptop when left unattended.

(5) **Passwords.** Do not use passwords that are easy to guess. All your passwords should contain both upper and lower-case letters and preferably contain some numbers. Ideally passwords should be 6 characters or more in length. Protect Your Password. Do not give out your password. Do not write your password somewhere on your laptop. Do not keep it written on something stored in the laptop case.

(6) **Data Storage.** Personal data will be stored securely and will only be accessible to authorised volunteers or staff. Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required or when volunteers/members retire. All personal data held for the organisation must be non-recoverable from any computer which has been passed on/sold to a third party.

Data Subject Access Requests

9. We may occasionally need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies in circumstances which are not in furtherance of the management of The Wednesday Club. The circumstances where the law allows the charity to disclose data (including sensitive data) without the data subject's consent are:

- a. Carrying out a legal duty or as authorised by the Secretary of State Protecting vital interests of a Data Subject or other person e.g. child protection.
- b. The Data Subject has already made the information public.
- c. Conducting any legal proceedings, obtaining legal advice or defending any legal rights.
- d. Monitoring for equal opportunities purposes – i.e. race, disability or religion.

10. We regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. We intend to ensure that personal information is treated lawfully and correctly.

Risk Management

11. The consequences of breaching Data Protection can cause harm or distress to service users if their information is released to inappropriate people, or they could be denied a service to which they are entitled. The Chairman and volunteers should be aware that they can be personally liable if they use customers' personal data inappropriately. This policy is designed to minimise the risks and to ensure that the reputation of The Wednesday Club is not damaged through inappropriate or unauthorised access and sharing.

Policy Update

12. This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

Contact

13. In case of any queries or questions in relation to this policy please contact the Chairman of The Wednesday Club.

List of Annexes:

- A. Data Protection – A Preliminary Guide.
- B. Wednesday Club Data List.
- C. Privacy Notice and Consent Policy.

Data Protection - A Preliminary Guide

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**ANNEX B TO
THE WEDNESDAY CLUB DATA PROTECTION
POLICY AND PROCEDURES
DATED 20 AUGUST 2018**

Wednesday Club Data List

Ser (a)	Asset Name (b)	Asset Location (c)	Owner (d)	Data Subject (e)	Personal Data (f)	Sensitive (Y/N) (g)	Schedule 2 Conditions (h)	Schedule 3 Conditions (i)
1	Electronic Copy of Volunteer Information	Chairman's Laptop	Chairman	Volunteers	Names	N	Parts 1 ¹ &6.1 ²	
2					Email Address	N	Parts 1&6.1	
3					Phone Numbers	N	Parts 1&6.1	
4					Training Records	N	Parts 1&6.1	
5	Electronic Copy of Members Information	Chairman's Laptop	Chairman	Members	Names	N	Parts 1&6.1	
6					Address	N	Parts 1&6.1	
7					Phone Numbers	N	Parts 1&6.1	
8					Emergency Contacts	N	Parts 1&6.1	
9					Date of Birth	N	Parts 1&6.1	
10					Personal Interests	N	Parts 1&6.1	
11					Dietary Requirements	Y		Part 8.1 ³
12					Details of Doctor	N	Parts 1&6.1	
13					Medical/Health Information	Y		Part 8.1
14	Hard Copy of Members Information	Combination Safe at Village Hall	Chairman	Members	Names	N	Parts 1&6.1	
15					Address	N	Parts 1&6.1	
16					Phone Numbers	N	Parts 1&6.1	
17					Emergency Contacts	N	Parts 1&6.1	
18					Date of Birth	N	Parts 1&6.1	
19					Personal Interests	N	Parts 1&6.1	
20					Dietary Requirements	N		Part 8.1
21					Details of Doctor	N	Parts 1&6.1	
22					Medical/Health Information	Y		Part 8.1

¹ The data subject has given his consent to the processing.

² The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

³ The processing is necessary for medical purposes and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if that person were a health professional.

Ser (a)	Asset Name (b)	Asset Location (c)	Owner (d)	Data Subject (e)	Personal Data (f)	Sensitive (Y/N) (g)	Schedule 2 Conditions (h)	Schedule 3 Conditions (i)
23	Wednesday Club Facebook Page	Facebook	Chairman	Volunteers and Members	Photographs	N ⁴	Part 1&6.1	

⁴ Note that Data Protection and GDPR compliance is limited to the Terms and Conditions as stipulated by Facebook. Only details of activities, dates and images will be uploaded to Facebook. No names or other data will be included.

**ANNEX C TO
THE WEDNESDAY CLUB DATA PROTECTION
POLICY AND PROCEDURES
DATED 20 AUGUST 2018**

**The Wednesday Club
Privacy Notice and Consent Policy**

In order to manage and deliver successful Wednesday Club activities there is a requirement to process personal data of members and volunteers. Such personal data will be processed in accordance with the Data Protection Act – the methods by which the Wednesday Club will comply with the act are detailed in a Data Protection Policy and Procedures document, which all volunteers are required to read and comply with. Wednesday Club Members can request a copy from the Chairman should they wish to find out more information.

In outline, the following information is required to ensure successful delivery of Wednesday Club activities that are in the legitimate interests of Wednesday Club members:

Subject	Personal Data
Member/Volunteer	Names
Volunteer	Email Address
Member/Volunteer	Phone Numbers
Volunteer	Training Records
Member	Address
Member	Emergency Contacts
Member	Date of Birth
Member	Personal Interests
Member	Dietary Requirements
Member	Details of Doctor
Member	Medical/Health Information

Key points to note:

- As a member or volunteer you have a right to request information on the data held about you. This is called a Subject Access Request, and is to be initiated in the first instance through the Chairman.
- If you feel that your personal data has been processed inappropriately you should in the first instance contact the Chairman. However, you reserve the right to complain direct to the Information Commissioner's Office (www.ico.org.uk/make-a-complaint/).
- Your personal data will be removed from the records of The Wednesday Club and destroyed on formal termination of your membership/volunteer status, or following a period of 6 months lapsed attendance.
- Your personal data will not be shared with third parties outside of the volunteer group unless the data is required to facilitate involvement in an activity for which you have signed up to.
- In the case of a medical emergency information will be disclosed, as required, to the appropriate services.

		Tick Box ⁵	
		Y	N
I have read the above Privacy Notice and Consent Policy, and agree that my personal information can be processed in support of the core activities of The Wednesday Club.			
I agree to photos of myself being used for press articles for advertising and good news features.			
I agree to photos of myself being used for funding/grant applications to raise money for the club.			
I agree to photos of myself being placed on Facebook and other cloud based media platforms managed by The Wednesday Club (note such images can have extended distribution and the impact of this needs to be carefully considered prior to agreeing).			
I have been provided with a copy of, and have read, The Wednesday Club Data Protection Policy and Procedures Document (Only applicable to volunteers)			
Print Name:	Date:	Signature:	

⁵ Tick the yes or no column to reflect your choices. Should you wish to change these options at a later date another copy of this form will need to be completed, signed and dated.

