

Activity in retirement (AIR)-Macclesfield

Registered charity no 1001228

Data protection policy

Introduction

For the purpose of our organisation it is necessary to keep specific personal information relating to our members in order that we may maintain a record, communicate with our members and use the information as a registration tool for event management and finance reconciliations where applicable.

Data protection principles

AIR is committed to processing data in accordance with its responsibilities under the Data Protection Act 2018 (which is the UK's implementation of the General Data Protection Regulation (GDPR)).

The principles contained in the act requires that personal data shall be:

- processed lawfully fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- further processing for archiving purposes in the public interest, historical research or statistical purposes shall not be considered incompatible for which they are processed;
- accurate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- kept up to date; and are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary; and
- processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and accidental loss destruction or damage.

General provisions

- this policy applies to all personal data processed by AIR;
- the designated data officer shall take responsibility for AIR's ongoing compliance with this policy;
- this policy shall be reviewed annually by the management committee;
- AIR does not need to register with the Information commissioner's office this year for formal returns.

Lawful, fair and transparent processing

To ensure its processing of data is lawful fair and transparent AIR is required to maintain a Register of systems. This in practical terms is our membership record/database which form our primary control for Data Protection and our website. The website is kept up to date and is maintained for information purposes only. It does not contain a cache for the collection or holding of any personal data. The

records and systems will be reviewed annually for the purpose of their adequacy under the Data Protection Act.

Individuals have the right to access their personal data and any such requests made to AIR shall be addressed to the responsible person and dealt within a twenty-one-day period.

In addition to this policy, AIR has a separate Privacy Policy, which together are reviewed annually, both are made available on the website.

Data minimisation

AIR shall ensure that personal data is adequate relevant and limited to what is necessary in relation to the purpose for which they are processed.

Archiving

AIR will remove a member's data from the records after 12 months of the member leaving the organization or immediately if the member so wishes. If the membership fees are with the benefit of gift aid then the gift aid record will be retained for a period of seven years in order to comply with gift aid legislation.

Security

All records are maintained by the membership secretary on his/her personal computer password protected held securely and backed up.

Data is controlled on a day to day basis solely by the membership secretary and requests for information are only given to committee members or volunteers for the purposes of specified charity activities.

Breach

In the event of a breach of security the committee will immediately assess the impact and risk to people's rights and freedoms and if appropriate inform the breach to the Information commissioner's office.

How to contact us

If you need any further information or clarification on any point please contact:-

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