

GENERAL DATA PROTECTION REGULATIONS - GALTRES CENTRE POLICY

References:

- A. The Data Protection Bill 2018.
- B. Guide to the GDPR Published by the Information Commissioner.
- C. Our Implementation Letter of February 2018.

Introduction

The General Data Protection Regulations will come into effect on 25 May 2018. The UK has adopted these regulations via the Data Protection Bill. As a result, the Centre has appointed a Data Protection Officer and Data Controllers who will oversee compliance matters.

There are 6 general principles for the holding of data under Reference A:

- Data must be lawful and fair.
- Data must be specified and legitimate.
- Data must be relevant and not excessive.
- Data must be accurate and up to date.
- Data must only be kept for as long as it is necessary.
- Data must be held securely.

The onus for ensuring the above falls directly on the Centre but our customers, employees and contractors will now have absolute control over what information we hold on them and, to this end, the Centre needs to seek specific agreements from those whose details we already hold and from those who become customers in the future.

About Us

In this policy references to 'we' or 'us' or the 'Centre' are to The Galtres Centre Charity, a Company limited by guarantee registered in England and Wales [10187450] and a Charity registered in England and Wales [1167301] whose Registered Office is: The Galtres Centre, Market Place, Easingwold, York YO 61 3AD. Telephone: 01347 822472

Collection of Information

When you participate in courses, attend meetings or shows or make purchases for any of the above we may collect, store and use certain of your information for management of our core business.

If you write to us we may also keep a copy of that correspondence.

The information we record is merely that relating to telephone numbers, email and postal addresses, bank details for those who have so mandated and Health Acceptance Forms where relevant.

In some cases we may receive information about you from third parties such as credit reference agencies who are legally entitled to disclose that information.

Use of Information

We will not share your information with any other party unless legally bound so to do. We will use your information to provide, maintain and protect the quality of our core delivery of business. For employees, we will further use your information to pay you.

We will use your information for market research and for advertising our business providing you have elected to receive such correspondence.

We may contact you occasionally in order to advise you of forthcoming events, changes to planned programmes or to comply with legal and statutory requirements.

Storage of Information

Electronic information is stored on our secure server which has industry standard IT security software. All terminals are Password protected and all terminals are located within secure offices. Backup media such as memory sticks and DVDs are kept in secure, lockable cabinets.

Manual documentation is secured in lockable secure metal filing cabinets which are subject to both access and key control.

Data Retention

We retain personal information we collect from you where we have an ongoing, legitimate business need so to do (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements)

When we no longer have a legitimate business need to process your personal information, we will either delete it or anonymise it. Should this not be possible, because, say, the information is on a backup archive, then we will continue to store it securely until deletion is possible.

Your Rights

Individuals have the right to be **informed** about the collection and use of their personal data.

Individuals have the right to **access** their personal data and any supplementary information. Such access is to be done via a Subject Access Request (SAR) to the Data Protection Officer (DPO).

Individuals are entitled to have personal data **rectified** if it is inaccurate or incomplete.

An individual can **object** to processing of their personal information, ask us to **restrict** their processing or request **portability** of their information. (Portability allows individuals to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way)

Similarly, if we have collected and processed information about you on the basis of your consent, then you can **withdraw your consent** at any time.

CCTV

The Centre has a comprehensive array of CCTV cameras both internal and external. Two external cameras belong to Easingwold Town Council but feed into the Digital Recording equipment in the main office. For the purposes of the GDPR, the responsibility for the storage and deletion of CCTV images is invested in the Galtres Centre. As Council cameras carry out systemic monitoring of public areas they are subject to the requirement of a Data Protection Impact Assessment - a responsibility of the Town Council.

Documentation

As part of our processing activities we maintain records of:

- Records of Consent
- Location of Personal Data
- Records of Data Breaches
- Records of inspections by the DPO

To allow us to store personal data, we seek consent in writing from all customers and employees. The consent form is attached to this policy document.

Individuals who request access to their personal information should do so via a SAR form. The form is attached to this policy document.

Children

Where we hold personal data on children of 16 years or younger parental/guardian consent is obtained. Parental permissions are subject to the provisions of the GDPR policy.

Easingwold

April 2018

Annexes

- Client/Customer Consent Form
- Subject Access Request Form

ANNEX. CLIENT/CUSTOMER CONSENT FORM FOR DATA PROTECTION

Name.....

I agree that the Galtres Centre can store my personal data for the express purposes described in the Policy. I understand that the information that they hold about me will not be shared with any other body and that it will be held securely. I further understand that I can withdraw this consent at any time.

Full details of the Galtres Centre's Data Protection Policy are available at the Galtres Centre Office and on the web site: www.galtrescentre@weebly.com

Signed.....

Date.....

ANNEX. SUBJECT ACCESS REQUEST

From.....

I hereby request that The Galtres Centre releases to me all the personal information, both in electronic and paper form, that they hold on me. I provide the following proof of my identity:

(1).....

(2).....

Signed.....

Date.....