



# Data Protection Policy

## Data Protection Statement

Dereham Men's Shed is committed to protecting the personal data of our members in accordance with the GDPR (General Data Protection Regulations), - as regulated by The Information Commissioner's Office (ICO), the UK authority on data protection - by treating all personal data with the utmost care and protection. Dereham Men's Shed is exempt from registering with the ICO because it is a non-profit making organisation.

## Contacts

Below are the Dereham Men's Shed contacts should you need to change any personal data, need further information or wish to discuss something related to data protection.

Data Protection Officer (DPO): Kevin Green (Secretary)

Data Protection Officer (DPO): Colin Gibbard (Treasurer)

Dereham Men's Shed has a responsibility for ensuring personal data is collected and processed lawfully in line with the GDPR, and is kept secure.

## Data collection

The personal data we collect and process is as follows:

- name
- contact information, e.g. address, telephone numbers, email addresses
- interests/hobbies and information regarding skill levels with both hand and powered machinery
- provided medical information
- emergency contact details.

We use this information to:

- carry out administration functions
- manage memberships
- improve our services
- enable routine communication with our members
- contact members in the event of unforeseen circumstances.

Dereham Men's Shed will maintain a live log of the exact types of data, reasons and lawful basis for collection and processing which allows us to demonstrate our compliance with the GDPR and the ICO, if ever necessary. This can be viewed on request.

## Data Handling

Dereham Men's Shed will ensure that we:

- collect data only for specified, explicit and legitimate purposes and only for use by Dereham Men's Shed
- ensure personal data is accurate and kept up to date, rectifying and erasing any errors or inaccuracies without delay
- never share data with 3rd parties except in a medical emergency where any given medical information or emergency contact information may be released.
- erase all the personal data of a member within 2 months from the end of their membership.

## **Data storage and security**

In order to secure personal data kept by Dereham Men's Shed we will use a mixture of the following methods, appropriate to the data held.

- physical security including good quality doors and locks
- computer security including passwords

We will check our storage and security practices regularly and the way we store personal data for each purpose will be documented in our Data Processing Log.

## **Individual rights**

Dereham Men's Shed is aware of the rights for individuals whose personal data we hold. In line with those rights we will ensure we process data in accordance with these rights. We will:

- be transparent and inform them of how and why we will process their personal data, as well as the lawful basis for doing so
- respond within 30 days if people ask to access their personal data, allowing them to verify its lawful collection and processing
- rectify any inaccurate or incomplete personal data without delay
- erase any personal data when it is no longer needed or there is no lawful reason for it being held
- never process personal data for more than its lawful, documented purpose(s)
- obtain clear, active consent from each individual where we are lawfully obliged to do so.

## **Data breaches**

Dereham Men's Shed recognises the GDPR's guidelines to record, rectify and report, where necessary, data breaches, where a breach of security leads to the destruction, loss, alteration or unauthorised disclosure of, or access to, personal data.

Dereham Men's Shed's DPOs are allocated the responsibility for minimising the likelihood of breaches and taking prompt action if ever they happen. Dereham Men's Shed will ensure it notifies the individuals whose data is involved if there is any adverse risk to them as a result of the breach and, where necessary, notify the Information Commissioner's Office (ICO).

