

# **Cottonmill and Nunnery Allotment Association (CNAA) GDPR Policy**

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Reviewed and amended (as appropriate) by .....[Date]

Data Protection Lead: CNAA Secretary

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### **1. The scope of our GDPR Policy**

The General Data Protection Regulation (GDPR) require us to keep your personal data safe by design and default; it helps people control how their data is collected and held by organisations. Personal data only includes data where a person can be identified directly from the information given or could be indirectly identified when the data is combined with other information. This Policy sets out how we might collect and use your data, and how we protect the data that we collect.

### **2. How and why we might collect data and what we might use it for**

- We collect data from all members of CNAA on the annual membership form completed and sent to the membership secretary together with the annual fee.
- The data collected is member's name, postal address, email address if relevant and a contact telephone number.
- We record the role or activity responsibility of Officers, Committee Members and Co-opted Committee Members, together with their names, email addresses and telephone numbers.
- We use the data collected for the following purposes:
  - Sending out Newsletters
  - Contacting you about CNAA events, management matters or general information about the operation of allotment sites.
  - Circulating publications and notifications from organisations to which CNAA is affiliated.
  - Committee related information to those members serving on the Committee.
- We only use telephone contact in the event of an urgent or emergency matter that an individual member need to be aware of.
- Data that you give us must be freely given on an opt-in basis, specific, informed and unambiguous. You have the right to ask for a copy of the personal data we hold about you or correct an error in your data by contacting us.

### **3. How we keep your data safe**

- We endeavour to protect your personal data using:
  - Physical procedures-paper copies are kept securely and disposed of responsibly.
  - Electronic means e.g. using strong passwords
  - Managerial procedures - we will not lease or sell your data and only distribute it with your permission. Only elected Officers of CNAА have access to your personal data.
- We have a duty to report any personal data breaches that pose a risk to people's rights and freedoms to the Information Commissioner's Office and in some cases to the individual affected. This includes any breach in security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

### **4. How long is data kept for**

- Data should not be kept for longer than is necessary and we will delete you data from our records three months after the lapse of membership renewal or if we are notified you do not wish to remain a member of CNAА.
- You have a right to request that we delete your data from our records.

### **5. Third parties**

- We will not disclose your data to third parties unless we have specifically requested to do so and we have explained to you why we are sharing your information, or where we are obliged to do so under law. Where we disclose your data to a third party it will be on the basis of that party's compliance with GDPR.
- Our website includes links to other websites we think you may find interesting. However, we cannot control other websites and therefore cannot safeguard any data you elect to supply to these websites.

### **6. Review**

The Policy is a living document. Our data records, procedures and this Policy will be reviewed at least every three years and amended accordingly. This Policy will be amended to remain compliant with the law on protection of personal data.