

LEOMINSTER ALLOTMENT ASSOCIATION DATA PROTECTION 2018

The General Data Protection Regulation (GDPR) comes into effect on 25 May 2018 and requires organisations to document how they process personal data and be more careful in how they manage it.

The following information is from the Information Commissioner's Office (ICO) website

REGISTRATION OF DATA CONTROLLERS WITH ICO

Organisations or individuals who only process personal data

- for judicial functions,
- to maintain a public register or
- for domestic or recreational reasons

are exempt from registration but can opt to do so.

TYPE OF DATA

We hold personal data about our membership (name, address, telephone, email) but **not sensitive** personal data (racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), physical or mental health or condition, sexual life, the commission or alleged commission by him of any offence, or any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings).

OUR RESPONSIBILITIES UNDER THE ACT

- ❖ ensure that personal data can be accessed **only** by authorised personnel for legally authorised purposes;
- ❖ protect personal data, stored or transmitted, against accidental or unlawful destruction, accidental loss, and unauthorised or unlawful storage, processing, access or disclosure
- ❖ ensure the implementation of a security policy with respect to the processing of personal data.

ROLES

- ❖ **data controller** means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed
- ❖ **data processor**, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.
- ❖ **processing**, in relation to information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including
 - a) organisation, adaptation or alteration of the information or data,
 - b) retrieval, consultation or use of the information or data,
 - c) disclosure of the information or data by transmission, dissemination or otherwise making available, or
 - d) alignment, combination, blocking, erasure or destruction of the information or data

WHAT WILL BE DONE

The committee of the Leominster Allotment Association must take steps to show it complies with the above requirements.

- We will not need to register as our association is for recreational purposes only.
- We will identify someone to be responsible for documenting how it manages personal data.
- We will need consent to communicate using email with our members.
- We will not send email using open group contact lists.
- We will be clear about sharing data/not sharing personal data.
- We will be clear about publishing/not publishing personal data
- We will specify how long we keep personal data
- We will identify how we ensure that the personal data we hold is secure.