



Friends of Yeading Walk

Data Protection policy and procedures

Data Protection Policy

Definitions

1. Personal data is identifiable information about a specific person. It can be stored electronically or on paper as written text, and includes images and audio recordings.
2. Data protection is about how the Friends of Yeading Walk (FoYW), as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying, or deleting personal data

Responsibility

1. Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All members and volunteers are required to observe this policy, and related procedures, in all areas of their work and activities for the group.

Overall policy statement

1. FoYW needs to keep personal data about its committee, members, volunteers and supporters in order to operate and to keep our members informed about activities in Yeading Walk.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect peoples' privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data required for specific purposes, and will not, collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or



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- purposes that are in our group’s legitimate interests, or
 - to comply with legal obligations, or
 - to perform public tasks
5. We will provide individuals with details of the data we hold when requested by the relevant individual.
 6. We will delete data if requested by a relevant individual, unless we need to keep it for legal reasons.
 7. We will endeavour to keep personal data up-to-date and accurate.
 8. We will store personal data securely.
 9. We will keep clear records for the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
 10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
 11. In the event of a data breach, we will endeavour to retrieve any lost or shared data. We will evaluate our processes and understand how to avoid a similar occurrence. Serious data breaches which may compromise someone’s privacy or safety will be reported to the individuals involved and to the Information Commissioners Office (ICO) within 72 hours.
 12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

Review

This policy is published on our website and will be reviewed every two years

Date:

Signature (Chair)

Useful Contacts: Information Commissioners Office (ICO) 0303 123 1113 (Advice line) or <https://ico.org.uk>



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Data Protection procedures

Introduction

1. Friends of Yeading Walk (FoYW) has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the primary, routine ways we collect and use personal data. We may occasionally collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

General procedures

1. Data will be stored securely in the FoYW Gmail account. When it is stored online in a third-party website (e.g. Gmail) we will ensure the third party complies with UK GDPR. When it is stored electronically, it will be kept in password protected files. When it is stored on paper it will be held in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be removed, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper records are shredded.
3. When communicating via email with members and volunteers on behalf of FoYW, only the foywgroupp@gmail.com account should be used. Personal email accounts should not be used for this purpose.
4. Deliberate theft / copying and misuse of the FoYW members' private data records is a criminal offence and will be reported to the Information Commissioners Office (ICO).

Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive communications such as newsletters, volunteering information, and events information from the Friends of Yeading Walk.
2. New members or volunteers will be sent a welcome email (Appendix 1) which will include an explanation of how we will use and store their data and that they may ask to be removed from the list at any time.



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- 3. We will provide information about how to be removed from the list with every mailing.

Contacting members and volunteers

- 1. Local people volunteer for the Friends of Yeading Walk in a number of ways.
- 2. We will regularly review and maintain a list of contact details of our current volunteers.
- 3. It is sometimes necessary to share volunteer contact details with other volunteers for ease of organisation. Volunteering information / opportunities are communicated via WhatsApp which allows them to work together to organise for the group. Members and volunteers will be given the option of providing their mobile number for this purpose.

Contacting committee members

- 1. The committee needs ease of contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
- 2. Committee contact details will be shared among the committee members.
- 3. Committee members will not share each other’s contact details with anyone outside the committee, or use them for anything other than Friends of Yeading Walk Group business, without explicit consent.

Review

These procedures published on our website and reviewed every two years

Date:

Signature (Chair)

Useful Contacts: Information Commissioners Office (ICO) 0303 123 1113 (Advice line) or <https://ico.org.uk>



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Appendix 1

Welcome email to new member including privacy notice

Dear ...

Welcome to the Friends of Yeading Walk.

We understand that you wish to become a member of the Friends of Yeading Walk (FoYW). Please find attached a welcome letter which provides you with some history and more detailed information about the group. We have also attached our latest newsletter which we hope you will enjoy reading.

As a member or volunteer you will automatically receive future FoYW newsletters and any other relevant information regarding the park from the committee. We regularly send out volunteering information on our WhatsApp group which is a shared list of users. If you would like to be included in this WhatsApp group then please respond to this email providing us with your mobile number if you haven't already done so.

From time to time, we may also send you a survey to complete in order for us to understand what is important to you about the park.

Your details will be stored securely on-line in our Gmail account, and will be removed within one month if you end your membership of Friends of Yeading Walk. You can withdraw your consent for us to use your information at any time, or ask us to amend or delete your details, by emailing foywgroupp@gmail.com.

Thank you for supporting the Friends of Yeading Walk