

## **Faversham Footpaths Group Data Protection Policy**

### **Introduction**

The Faversham Footpaths Group (FFG) is concerned to process the data it holds on members in a fair and legal manner. To this end it has appointed a Data Protection Officer (DPO) to ensure it meets all relevant legal requirements.

### **Data Held**

The FFG holds members' names, postal addresses, telephone numbers, email addresses and subscription records in order to be able to communicate with members by email and post about their membership, the activities it organises, the campaigning activities it is involved in and activities organised by other organisations which are relevant to its aims and objectives. We believe we have a legitimate interest in doing this.

The personal data we hold was provided by members when they joined the FFG and no data from any other source is held about members. Members are able to request to see the information we hold about them, by mailing our DPO.

### **Data Security**

We hold personal data on a password-protected spreadsheet, to which only the Secretary and Treasurer have access. These officers must take appropriate steps to ensure that any machines that this data is held on are also password-protected.

### **Data Sharing**

The data the FFG holds on members is never shared with other organisations or individuals. Individual members' data is also not shared with other members, unless a member has given his/her express permission for this.

### **Consent**

We issue a privacy notice annually to members which explains what personal data we hold about members, how we use it and how we share it. At least once a year we also give members the option to opt out of receiving information about particular aspects of our work.

### **Currency**

We ask members, at least once a year, to inform us of any changes in their personal data. When individuals cease membership, we destroy any data we hold on them within 6 months, unless they have confirmed that they wish to carry on receiving correspondence from us.

### **Control and Review**

Our DPO is required to review our data protection policy and processes annually and to audit processes periodically in order to minimise any risks. Where any breach of this policy occurs the Data Processing Officer is expected to report this to our Executive Committee (EC) immediately and to agree actions with the EC which will ensure future compliance as quickly as possible.

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