



THE PARKS
Community Association

TPCA Data Protection / Privacy Policy May 2018

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PART ONE

Policy Statement

The Parks Community Association (TPCA) recognises that it has statutory obligations under the Data Protection Act 1998 and GDPR from 25th May 2018 to maintain accurate data safe from unauthorised use and access. This document sets out the procedures that the Association will undertake to ensure that it complies with its legal obligations.

You can also view our Data Policy here: <http://www.theparksca.org.uk/v001/data-policy/>

1. Procedure

- TPCA has identified the TPCA Secretary as the person responsible for the data protection policy. The Chair of the Committee will be responsible for the managing the promotion and use of the policy within the organisation.
- Trustees will be responsible for ensuring that the policy is complied with by the organisation. All organisations using the premises will be expected to follow the principles of the policy.
- The policy will be reviewed regularly, if relevant legislation changes.
- TPCA will register with the Data Protection Commission if the information they store requires this.

2. Collecting and storing data

- Only data that assists and furthers the meeting of objectives of TPCA will be collected and stored. This will include membership details and individual contact details and also cookies / other data collected by accessing our website. When data is collected the organisation will inform the individual of the purpose and use of this data through our data policy.
- You can contact TPCA to find out what information we hold on you and request to remove all information about you at any time.
- Historical data may be stored for up to 4 years to aid auditing of previous hire agreements etc. This information will be stored electronically or in paper form as appropriate and destroyed accordingly. This information will be kept for as long as is necessary.
- No unauthorised transmission of data regarding an individual will be transferred from one person to another person/organisation without that person's knowledge. Information transfer out of the organisation will require specific consent.
- Data from telephone conversations will be hand written records only.
- Data no longer required will be disposed of in a safe and secure manner. Membership data will be held only whilst membership is current. On termination of membership the information relating to that member will be securely disposed of.
- Any data collected on children or young people will be with the knowledge and permission of the person with their parental responsibility.
- The TPCA Chair is responsible for reporting any reportable breach to the ICO and collating any other incidents as appropriate.
- Staff (including seconded or contracted), Trustees or volunteers who have authorised access to personal data should not use or disclose information in any manner that is incompatible with the purpose for which it is being held.
- Failure to comply with the above requirements may result in disciplinary action as outlined in the trustee code of conduct.

PART TWO

Monitoring and review

The trustees are responsible for monitoring the impact of the policy. In common with all TPCA policies, the Equality and diversity policy is subject to regular review.

This policy was approved and agreed by the Committee on the date shown below.

Signed:

Name (please print):

Position (as a representative of TPCA):

Date: