

Alsager Gardens Association

Data Protection Policy (GDPR)

GDPR

The Alsager Gardens Association (AGA) takes its members' privacy very seriously.

The act applies to 'personal data', which is information that can identify a living individual

The act applies to personal data that is or is going to be stored on a computer or storage device

Organisations or individuals who collect or hold personal data are referred to as 'data controllers'

Any other organisations or individuals who use the information on behalf of the data controller are 'data processors'

A person whose personal data is processed is called a 'data subject'.

Doing virtually anything with data is known as 'processing'.

Any data held or collected by the society must follow the data protection principles, personal data must be:

- Used in a fair and lawful way – This is for membership purposes only and not for any other reason.
- Collect the right type of data and for the correct purpose of membership management, adequate, relevant and not excessive for the reason for which it was collected.
- Accurate and kept up to date -Should you receive information that differs from ours it is essential that you update us.
- Not kept longer than needed – data will be stored while in membership and personal information will be maintained on the database and deleted 2 years after cancelation of membership. Paper copies are destroyed after six years.
- Kept with appropriate security measures

There are eight data protection principles that are central to the Data Protection Act. The AGA Committee must always comply with these principles in its information-handling practices. In brief, the principles say that personal data must be:

1. Processed fairly and lawfully and must not be processed unless certain conditions are met in relation to personal data and additional conditions are met in relation to sensitive personal data. The conditions are either that the employee has given consent to the processing, or the processing is necessary for the various purposes set out in the Act. Sensitive personal data may only be processed with the explicit consent of the employee and consists of information relating to:

- race or ethnic origin
- political opinions and trade union membership
- religious or other beliefs
- physical or mental health or condition
- sexual life
- criminal offences both committed and alleged.

The AGA does not request or collect any sensitive data as listed above.

Alsager Gardens Association

Data Protection Policy (GDPR)

2. Obtained only for one or more specified and lawful purposes, and not processed in a manner incompatible with those purposes.
3. Adequate, relevant and not excessive.
4. Accurate and kept up to date. If your personal information changes, for example you change address, you must inform the AGA as soon as practicable so that our records can be updated. The AGA cannot be held responsible for any errors unless you have notified the AGA of the relevant change.
5. Not kept for longer than is necessary. The AGA will keep members information for no longer than six years after termination of membership. Different categories of data will be retained for different time periods, depending on legal, operational and financial requirements. Any data which the AGA decides it does not need to hold for a period of time will be destroyed after one year.
6. Processed in accordance with the rights of employees under the Act. - The AGA does not currently have any employees.
7. Secure, technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, data. Data held on computer will be stored confidentially by means of password protection, encryption or coding. The AGA has backup procedures to ensure that data on computer cannot be accidentally lost or destroyed.
8. Not transferred to a country or territory outside the European Economic Area unless that country ensures an adequate level of protection for the processing of personal data.

YOUR RIGHT TO ACCESS TO PERSONAL INFORMATION

You have the right, on request, to receive a copy of the personal information that the AGA holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right on request:

1. To be told by what personal data we hold about you and for what purpose it is being processed
2. To be given a description of the data and the recipients to whom it may be disclosed
3. To have communicated in an intelligible form the personal data concerned, and any information available as to the source of the data
4. To be informed of the logic involved in any automated decision-making we may use.
5. Upon request, the AGA will provide you with a statement regarding the personal data held about you. This will state all the types of personal data the AGA holds and processes about you and the reasons for which they are processed. The right to request erasure of personal data (where applicable).
6. The right is not absolute and only applies in certain circumstances.

If you wish to access a copy of any personal data being held about you, you must make a written request for this, and the AGA reserves the right to charge you a fee of up to £10.

To make a request, please complete a Personal Data Subject Access Request Form, which can be obtained from the Data Protection Officer, Adrian Ford via

Treasurer@alsagergardens.org.uk

Alsager Gardens Association

Data Protection Policy (GDPR)

If you wish to make a complaint that these rules are not being followed in respect of personal data the Company holds about you, you should raise the matter with the Data Protection Officer., Adrian Ford via Treasurer@alsagergardens.org.uk

Full information on your rights in relation to your personal data can be found on the Information Commissioners Web site at <https://ico.org.uk/>