

Privacy Notice

This privacy notice relates to the ECP&DA's response to holding details of individuals' personal data. Personal data means information relating to an identified or identifiable individual whether directly or indirectly and this includes all data held on paper and electronically. Protecting the privacy and security of personal data is governed by law.

All current Trustees and those elected in the future are/will be trained and equipped to deal with personal data as will all committee members.

Who are we?

We are the Erewash Canal Preservation and Development Association (ECP&DA) registered charity number 1173704.

We can be contacted by our website Contact Us pages: <http://www.erewashcanalpreservationanddevelopmentassoc.org.uk/contact-us>, or by using the individual contact details for Trustees as published in the members Outlook magazine.

Data Protection Act 1998 (DPA)

ECP&DA is fully committed to protecting the privacy and security of all who entrust their personal details to us and is fully committed to complying with the requirements of the DPA. The 1998 Act applies to anyone processing personal data. It sets out principles which should be followed, and it also gives rights to those whose data is being processed:

- data must be processed fairly and lawfully
- data must only be obtained for specified and lawful purposes
- data must be adequate, relevant and not excessive
- data must be accurate and up to date
- data must not be kept for longer than necessary
- data must be processed in accordance with the "data subject's" (the individual's) rights
- data must be securely kept
- data must not be transferred without adequate protection in place

General Data Protection Regulations (GDPR)

In addition, ECP&DA is fully committed to complying with the requirements of the GDPR which come into force on 25th May 2018. The Regulations were put in place to strengthen and unify data protection for all individuals. They apply to anyone processing personal data and set out principles which should be followed whilst giving rights to those whose data is being processed.

When processing data we will ensure that it is:

- Processed lawfully, fairly and in a transparent way
- Processed no further than the legitimate purposes for which that data was collected
- Limited to what is necessary in relation to the purpose

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- Accurate and kept up to date
- Kept in a form which permits identification of the data subject for no longer than is necessary
- Processed in a manner that ensures security of that personal data
- Processed by a controller who can demonstrate compliance with the principles

As an organisation the **ECP&DA is the controller of all personal data entrusted to it** and is required to keep it as safe as possible, with knowledge of where all the copies are kept.

Membership Information

Throughout their membership the kind of data ECP&DA will process includes:

- Individual membership form details - contact name; address; telephone number and email address
- Membership details are transposed to a secure UK held password protected database which includes communication preferences but no financial details. The rules do not impact on individual communication e.g. about an existing membership subscription or correspondence about a matter that is individual to that member.
- Members have the right to access the information relevant to them which is held by the Trust on application to the Membership Secretary.
- When a person joins the ECP&DA one of the clearly advertised benefits is a printed magazine for members – Outlook. Separate consent is not needed to send the magazine by post, but separate consent will be sought for electronic newsletters, i.e. the Erewash Navigator, and any other communications that are not clearly advertised, or obvious, as part of the membership package.
- ECP&DA does not provide member details to any other organisation except Her Majesty's Revenue and Customs in respect of the annual Gift Aid.
- The ECP&DA does not obtain additional details about members from any third party.
- In the event of non-renewal by a member, then the data will be destroyed one year from the missed renewal date. Data will also be destroyed on the reported death of a member. The only exceptions being in the case of those where information is required by HMRC for Gift Aid purposes.
- Members have the right to cancel their membership at any time by application to the Membership Secretary and their data will be destroyed.

Volunteer Information

Volunteers who attend ECP&DA work parties, whether members or not, are asked if they are happy to supply information as follows:

- Name; address; telephone number; email
- Emergency contact details
- Medication requirement (if appropriate) in case of an emergency
- Work Party and Master/Crew member related qualifications/skills

ECP&DA does not provide volunteer details to any other organisation.

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Third Party Information

The ECP&DA website has a generic contact email: info@ecpda.org and any emails received will be answered by the Publicity/Web Officer in the first instance. If the email needs to be forwarded on this will only be to the Trustee/Committee member(s) who can resolve the query and no one else without prior consent of the originator.

When sending out the electronic newsletter, Erewash Navigator, to consenting members 'Bcc' is used rather than 'To'. The meaning of 'Bcc' is 'Blind carbon copy' and using this ensures that the email addresses of recipients are not visible to anyone receiving the email. This prevents email addresses from being captured and being used for another purpose.

Photography

Photographs plus any descriptive comments may link an image to a particular member. Consent will be gained via membership forms and renewals for publishing on the website, in Outlook and Erewash Navigator, social media pages and using in press releases. Consent may be withdrawn at any time by contacting the ECP&DA. Where photographs have been used in printed material (including electronic copies of Erewash Navigator) kept as archive copies and historically on the website it will not be possible to withdraw these photographs.

All photos taken of children under the age of 18 must have parental/school consent and elements which may identify an individual child, such as a school badge, should be avoided to ensure safety.

ECP&DA cannot stop members or members of the public taking photographs/videos at events, so take no responsibility for photos, videos and associated details that appear in the public domain.

Data Security

Those responsible for holding personal data as part of their work/volunteer role ensure it is stored securely. They ensure that personal information is not disclosed either orally or in writing, or via social media and web pages, or by any other means, accidentally or otherwise, to any unauthorised third party.

Personal information is kept in a locked filing cabinet, drawer, or safe. Electronic data is coded, encrypted, or password protected and if a copy is kept on removable storage media, that media is itself kept in a locked filing cabinet, drawer, or safe.

When travelling with a device containing personal data, those holding the personal data ensure both the device and data is password protected. The device is kept securely and, where possible, is locked away out of sight e.g. in the boot of a car. Travelling with hard copies of personal data is avoided where there is secure electronic storage available. When it is essential to travel with hard copies of personal data this is kept securely in a bag and locked away out of sight e.g. in the boot of a car.

Complaints Procedure

If it is felt that personal data has been misused or has not been protected properly the ECP&DA Secretary and/or Chairman will investigate any complaint.

The Data Protection Act is enforced by the Information Commissioner's Office (ICO), www.ico.org.uk, and it is that office to which complaints should be made if it is felt the ECP&DA's response is inadequate.