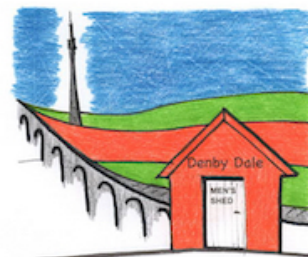


DATA PROTECTION POLICY



Definitions

Data protection is about how we, 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. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Responsibility

Overall responsibility for data protection lies with the Trustees. The management committee have delegated responsibility for overseeing activities and ensuring this policy is upheld. All members are responsible for observing this policy, and related procedures, in all areas of their involvement with Denby Dale & District Men's Shed Association.

Policy Statement

Denby Dale & District Men's Shed Association needs to keep personal data about its members, committee members, trustees and supporters to carry out its activities. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.

We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

We will only collect, store and use data for:

- purposes for which the individual has given explicit consent, or
- purposes that are in our Charity's legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

We will provide individuals with details of the data we have about them when requested by the relevant individual. We will delete data if requested by the relevant individual unless we need to keep it for legal reasons.

- We will endeavour to keep personal data up-to-date and accurate.

- We will store personal data securely.
- We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone’s personal rights or freedoms will be reported to the Information Commissioner’s Office, and the individual concerned, within 72 hours of such a breach coming to light.

To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

Review

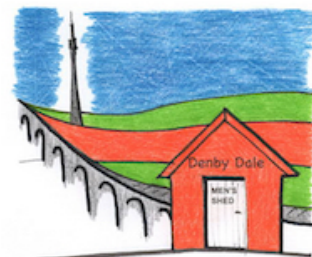
This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....

DATA PROTECTION PROCEDURES



Introduction

Denby Dale & District Men's Shed Association has a data protection policy which is reviewed regularly. 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.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

General Procedures

Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g., Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.

When we no longer need data, or when someone has asked for their data to be deleted, it will be destroyed securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

Mailing List

We will maintain a mailing list. This will include the names and contact details of people who wish to receive information, including publicity and fundraising appeals, from Denby Dale & District Men's Shed Association.

When people sign up to the list, we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages and will only send them messages which they have expressly consented to receive.

We will not use the mailing list in any way that the individuals on it have not explicitly consented to. We will provide information about how to be removed from the list with every mailing.

Selling Merchandise

From time to time, we may make and sell merchandise to help raise money for Denby Dale & District Men’s Shed Association. To order merchandise on-line, people complete an order form on our website, which includes providing a name and address for the items to be delivered to.

When ordering, people will be asked if they wish to be added to our mailing list (see above). If they do not opt to be on the mailing list, their details will be deleted within one month of processing their order and will not be used for any purpose other than communicating with them about their order.

Contacting Members

Local people join Denby Dale & District Men’s Shed Association in a number of ways. We will maintain a list of contact details of our recent members. People will be removed from the list as soon as practicably possible if they are not a member at our financial year end, currently 30th September. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us. To allow members to work together to organise for the association, it is sometimes necessary to share member contact details with other members. We will only do this with explicit consent.

Contacting Committee Members

The committee need to be in contact with one another to run the organisation effectively and ensure its legal obligations are met. Committee contact details will be shared among the committee. Committee members will not share each other’s contact details with anyone outside of the committee or use them for anything other than Denby Dale & District Men’s Shed Association business, without explicit consent.

Review

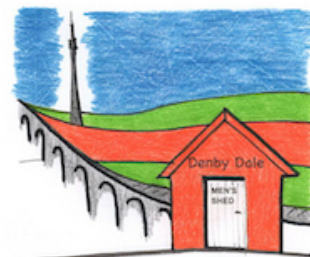
This Procedure will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....

COOKIE POLICY



We use cookies to make our website work properly and to get anonymous information about how the site is being used. Cookies are small text files that are used to store small pieces of information. They are stored on your device when the website is loaded on your browser. These cookies help us make the website function properly. You can block or delete cookies in your own browser settings.

Essential Cookies

Each time you visit the site, a session cookie is placed on your computer for that visit. The cookie is deleted at the end of your session. We also use cookies and access a record stored in your browser, so that the website knows whether to keep showing you the cookie notice. The basis on which we are processing this data is legitimate interest. We do not share your data with anyone else.

Google Analytics

We use Google Analytics to monitor the usage of our website. We collect aggregated data about usage of the site to report to our committee and understand how well the site is reaching the people it is aimed at. This data is automatically deleted after 26 months. We do not use any ads on our website. We do not use the User-ID feature of Google Analytics, so we cannot identify or track an individual user. The basis on which we are processing this data is legitimate interest.

Review

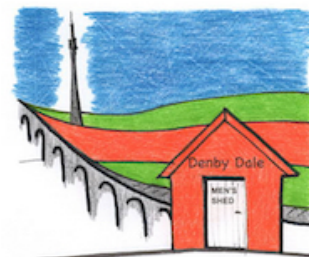
This Policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....

PRIVACY NOTICE



Denby Dale & District Men's Shed Association currently collect and processes member information which includes personal identifiers, contacts and characteristics (for example, name and contact details). Most of the personal information we process is provided to us directly by you so that we can keep you informed about events, groups and activities as part of your membership.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is legitimate interest.

We use the information that you have given us to:

- communicate with you as a Denby Dale & District Men's Shed Association member.
- share your information with group leaders for those groups you are a member of.
- send you general information about the UK Men's Shed Association (the national organisation to which Denby Dale & District Men's Shed Association is affiliated).

Your information is securely stored electronically in password protected files. We keep personal identifiers, contacts and characteristics ongoing, as long as you are a member. If your membership terminates we will dispose of your information following our financial year end ensuring data is permanently deleted from computers and that paper is shredded.

Your Data Protection Rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at denbydalemensshed@gmail.com if you wish to make a request.

How To Complain

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
Helpline number: 0303 123 1113

Consent

Please tick the following boxes if you give us consent to use your personal data in the following manner

<input type="checkbox"/>	I consent to my data being used for membership purposes
<input type="checkbox"/>	I consent to my contact details being shared with other members, committee members and trustees
<input type="checkbox"/>	I consent to receiving publicity and fundraising messages.

Please return this form:

Membership Secretary
Denby Dale & District Men's Shed Association,
Unit 9a Nortonthorpe Mills, Nortonthorpe Industrial Estate,
Wakefield Road,
Scissett HD8 9LA

Our website address is: <https://www.denbydalemensshed.org/home>

Our Facebook is: <https://www.facebook.com/@denbydalemensshed>

Review

This Privacy Notice will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....