

5.2 TRCH/SEC Policy: Compliance with General Data Protection Regulations (GDPR)

Policy Statement

SEC Trustees, and Trinity Rooms Community Hub [TRCH] core team and volunteers, may receive, use, and store information about people including

- other members of staff or volunteers
- newsletter recipients
- partner organisations and their members
- suppliers
- job applicants

This policy sets out how we ensure that this information is processed lawfully and appropriately, in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (collectively referred to as the 'Data Protection Requirements').

TRCH/SEC respects people's privacy and will not sell or otherwise transfer a person's information to third parties for marketing purposes without their explicit consent.

TRCH/SEC is responsible for ensuring that all users of the Trinity Rooms adhere to this policy. Any questions should be referred in the first instance to a member of the core team or a trustee.

What is Personal Data and what does processing mean?

Personal Data is information relating to a person which identifies that person directly or indirectly, such as

- phone number
- email address
- postal address
- social security number

Such data may be stored electronically or on paper.

Processing is any activity that involves use of Personal Data, such as:

- obtaining, recording, holding or transferring data
- organising, amending data
- retrieving data
- sharing, disclosing data
- erasing or destroying it

TRCH/SEC Data Protection Principles

TRCH/SEC will ensure that any personal data it acquires is:

- collected for specified, legitimate purposes and that any further processing is completed for a compatible purpose
- adequate, relevant and limited to what is necessary for the intended purposes
- accurate and, where necessary, kept up to date
- protected against unauthorised sharing

TRCH/SEC will quickly delete or amend data when we are specifically and legitimately requested to do so by a person whose data we hold.

Practical steps

The particular circumstances at TRCH mean that the following are particular risks to be avoided:

- sending emails using CC not BCC, unless the sender is confident that CC is appropriate
- losing track of phones, ipads, computers which contain people's messages or contact details

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