

# **Ruislip & Northwood Co-operative Smallholding & Allotment Society**

## **Data Privacy Policy and Procedures**

This is the Data Privacy Policy and Procedures for Ruislip & Northwood Co-operative Smallholding & Allotment Society. The Allotments are located in Northwood Hills, on Joel Street, and members of the Committee can be contacted at:

**Committee@JoelStreetAllotments.co.uk**

The Society is required to collect personal information to comply with our contractual and legal obligations. Under the Data Protection Act 2018, this personal information should be carefully collected, processed and retained. As such, the Society has reviewed what data we hold and how we process it.

The Society is also registered with the ICO and if a Data Controller is appointed (either through election at the AGM or nominated by the Committee) they will be registered in line with ICO requirements.

In addition, to ensure that all Members understand what information we collect and hold, we have created a Data Privacy Notice. This is provided when Members first join, and is available on the Society website and on request.

The Society asks for the following data in order to comply with our legal and contractual obligations:

- Full name
- Postal address
- Email address
- Telephone contact numbers (home and mobile in some cases)
- Financial details as necessary to process as payment information

We also ask for specific permission where necessary for the following data:

- Photos of plot holders (as part of celebrations / newsletters etc)
- Duties and responsibilities of an individual beyond their role as a plot holder (a requirement for Officers and Members of the Committee)

Out of this data, it is processed into the following and these are retained as required:

- Members database (including name, contact details, and plot address)
- Newsletters (may contain photos and names of members)
- Insurance and other membership related documents (may contain names and details of any reported incidents)
- General communication (including names and details of any concerns)

Documents are retained either in paper form and held by the Secretary and Treasurer, or via an online system managed by Microsoft. Any local copies downloaded for editing / updating, will be deleted as soon as the task is completed.

The Committee commits to not sharing the personal information of Members and ask that any Members that receive Personal Information to also commit to not sharing Personal Information without the consent of the member it concerns.

This data is not passed on or shared with 3<sup>rd</sup> parties beyond what is either legally required, or what is necessary for the Committee to complete their duties. In these cases, we may share this data with:

- The Police
- Insurance Companies
- NAS / The Society's legal support
- FCA

Data will be considered no longer required when there is not a statutory reason to retain it, and it is believed that it will no longer be relevant to current or future Society Members.

Currently, the retention periods are as follows:

- Minutes from AGMs / SGMs / Committee Meeting will be retained until they are no longer relevant or for a period of at least 6 years
- Contact details of Members will be retained as part of the Members Database until the Member leaves the Society
- Records of a Members name will be retained as part of the Share Holders Register for as long as legally required – currently understood to be 6 years.
- Financial records will be retained for at least 6 years, but always in line with FCA and HMRC requirements.
- General communications will be deleted after the issue is resolved, but in all cases within a year of a member leaving.

When no longer required, physical data will be destroyed by either shredding or delivery to a council sponsored waste recycling site. Electronic data no longer required will be deleted from the online server, and committee members will be asked to confirm in writing that they have deleted any paper or local copies of information they held upon leaving the Committee. This is sufficient for the sensitivity of the data which the Society works with.

The Committee will respond on behalf of the Society to any requests or queries for information within 28 days. This will be either an answer to the request, or an explanation on why additional time might be needed.

## **Ruislip & Northwood Co-operative Smallholding & Allotment Society**

### **Data Privacy Statement for Members**

Data privacy is extremely important for everyone. Recognising this, the EU introduced the General Data Protection Regulation (GDPR), which became law in the UK from the 25<sup>th</sup> May 2018 through the Data Protection Act 2018 (DPA2018). GDPR ensures that when an organisation collects information on you, they must have a legal basis to do so, they must tell you what it is, and it must be limited to what is necessary.

As part of our obligations under DPA2018, we – the Committee – have prepared this Data Privacy Statement. This will be published on the Society website, and made available in print on request.

This statement covers the following areas:

- What the Data Protection Act 2018 is
- What Personal Data is collected
- Why we collect and process your data
- How we store our records
- Reviewing + disposing of the data we hold
- How to get further information

If you have more questions not answered here, please see our FAQ or contact the Committee's nominated point of contact for Data Control.

Currently this is: \_\_\_\_\_Alex Shaw \_\_\_\_\_

#### **What is Data Protection Act 2018?**

The Data Protection Act ensures that UK (and EU) citizens have greater control over their personal data - specifically who uses it, what they use it for, and when they are allowed to use it. This is done by obliging all organisations, groups, or individuals that collect data, to be held to seven principles. In practice there is a lot of legalese supporting each principle, but the main ideals are:

1. Organizations must have a lawful reason for collecting personal data and they must do it in a fair and transparent way.
2. Organizations must only use the data for the reason it is initially obtained.
3. Organizations must not collect any more data than is necessary.
4. Organizations will ensure that the data is accurate and have appropriate mechanisms in place to keep it up to date.
5. Organizations will not keep data longer than needed to meet the purpose it was collected for.
6. Organizations will ensure that all personal data is protected.
7. Organizations will be accountable for the data and be able to show how they are complying with the law.

## **What Personal Data is Used and Kept by the Society?**

The information that the Society may request from individuals includes:

- Full name
- Postal address
- Email address
- Telephone contact numbers (home and mobile in some cases)
- Financial details as necessary to process as part of payment information
- Photos of plot holders

We do not retain financial details – this is held by the Society's bank in accordance with their legal obligations. The Society requests the data needed to process your payment but only records if an individual has paid their fees or not.

We do not request Special Category data (data that may be particularly sensitive like medical issues, religious beliefs etc) and no one should feel pressured to provide data that they are not comfortable sharing.

## **Why do we collect and process your data?**

We record your name, plot location and contact details on a Contractual basis. We need this data in order to record your status as a Shareholder in the Society, to comply with the contractual requirements of our Insurance Provider and similar, and to provide you with the information you are entitled to as a member of the Society (either as a plot holder or as an associate member) such as the dates of the AGM.

We need your financial information in order to process your membership dues.

We may use the information you have provided on the basis of legitimate interest – for example to share information regarding Society-led events like BBQs or plant sales, or to inform you of other matters we would believe would be of interest to you as part of our Society.

Finally, if we are legally required to provide your data to a 3<sup>rd</sup> party, we will do so – in these cases it will be on the basis of Legal Obligation.

## **How do we store our records?**

The society stores records electronically and in paper form. Paper records are normally held by the Society Secretary and the Society Treasurer. Electronic records are stored online by a DPA2018 / GDPR compliant provider.

## **How and when do we update and/or dispose of our records?**

The Society keeps records as long as we are legally required to. The exception is for meeting minutes and newsletters, and other data that might be of future interest to current and future members of the Society. On a regular basis, but at a minimum upon the voting in / re-

election of the Committee members, the data held is reviewed, updated, and disposed of as required.

Specifically:

- Name and contact details are updated when the Society is advised they have changed.
- Individual records (including names + contact details) are destroyed when a member has left the Society and any outstanding issues are resolved (personal possessions are removed, outstanding fees settled etc) except where we are required to keep them by law.
- Financial information is required to be held for at least 6 years.
- General communications (e.g. email queries or letters) are retained only for as long as needed to resolve the relevant actions, but at most within a year of the person leaving the Society.

For Sensitive Personal Data, if you choose to disclose anything to us, we will treat it sensitively, not disclose it beyond the Committee without your consent, and delete it from our systems / records as soon as reasonably possible.

### **How do I get further information?**

We have prepared a Data Privacy Policy. This is on our website, but you may request a paper copy to be mailed to you.

Be aware that you have the right to know what information the Society holds on you, and to ask for a copy of this. If you choose to do so, please contact the nominated point of contact or another Member of the Committee. We will respond to you within 28 days with either the information you have requested, or a reason why it might take longer (if, for example, you are making an unusually large request).

## Frequently Asked Questions

### Does the Society need a Data Officer / Data Controller?

Small organisations such as the Society are not required to have a dedicated Data Controller if they meet the following conditions:

- They are not a public body
- They do not collect data to closely track or monitor individuals (e.g. by CCTV)
- They do not collect Sensitive Personal Data
- They do not process large amounts of Criminal or Offense related data

This does not mean we cannot have a Data Officer / Data Controller if it is the view of the Membership that we should have one. If we do not have one, then the responsibilities of Data Controllers is split between the three main Officers of the Committee, and delegated as appropriate to the other Committee Members.

### What is considered Personal Data / Sensitive Personal Data?

Personal data is information that could be used to identify you. Usually this includes your name, contact information and your appearance. It could also include your job title, or other aspects of your personal history if it is combined with other information. For example, a 'Managing Director' could be a few people, but Tesco's Managing Director is one person.

Sensitive personal data is data that is likely to be more sensitive than normal. This includes:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- health data;
- A person's sex life data; and
- A person's sexual orientation data.

### What are the 6 lawful bases / reasons where data can be processed?

- **Consent:** The individual has given clear consent for you to process their personal data for a specific purpose.
- **Contract:** The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- **Legal obligation:** The processing is necessary for you to comply with the law (not including contractual obligations).
- **Vital interests:** The processing is necessary to protect someone's life.
- **Public task:** The processing is necessary for you to perform a task in the public interest or for your official functions, which have a clear basis in law.
- **Legitimate interests:** The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.