

**North Yorkshire Humanists
- Personal Data Protection Policy**

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Context

New pan-European legislation on personal data protection comes into force on 25 May 2018 with the *General Data Protection Regulations* (GDPR). There are no exemptions. All organisations, including clubs, societies and associations must comply.

The main official source of guidance for the UK is the Information Commissioner's Office (ICO) website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/>

This policy document explains how North Yorkshire Humanists will comply with the regulations, following the structure of the ICO guidance.

Nature of business and data collected

North Yorkshire Humanists (NYH) is a local voluntary organisation which is partnered with *Humanists UK*, a national charity.

As part of our activities, the personal data collected is:

Categories of information	Purpose
Contact details (name, address, phone numbers, email addresses).	To contact individuals regarding group activities and relevant news.
Attendance & Payments details. Membership status with <i>Humanists UK</i> .	The processing of meeting fees & membership fees.
Email & postal correspondence.	In relation to participation in group activities.

Information relating to children: None

Lawful bases for processing:

- Consent
- Contract

Secure storage of data

Data is stored on a Google web-based account secured with appropriate password protection.

Data accuracy

Every effort is made to ensure the accuracy of data.

Retention of data

Personal data will only be kept for as long as necessary and deleted when no longer required.

Sharing data with third parties

Information will never be shared with third parties.

Subject rights

Individuals have the following rights under the GDPR:

- To be informed
- Access
- Rectification
- Erasure
- Restriction of processing
- Data portability
- Object
- Not to be subject to automated decision making

Informed

Individuals will be informed about our use of personal data through provision of this policy document. Where the lawful basis is 'Consent' rather than 'Contract', consent will be obtained by specific request to existing contacts and at the point of first contact with new individuals.

Subject access

NYH will make available/erase all data held on individuals on receipt of a valid request. Requests will be responded to within 28 days and will be free of charge.

Rectification

Personal data will be rectified if inaccurate or found incomplete within one month of being notified.

Erasure

Individuals have the right for any information about them to be removed or erased where there is no compelling reason for its continued use. Routine communications include an invitation for individuals to unsubscribe to contact with the group.

Restriction of processing

Individuals have the right to suppress the processing of their personal data, for instance if the data is found to be inaccurate. In this case, NYH is permitted to store the personal data, but not to process it any further.

Data portability

Individuals have the right to obtain and reuse their data for their own purposes. NYH will make this information available within one month of a request in a format that is structured, commonly used and machine readable and in a safe and secure way.

Objections

Individuals have a right to object to their information being used for direct marketing or processing for historical research or statistics.

NYH does not use personal information for this purpose.

Automated decision making

NYH does not use personal information for this purpose.

Data breaches

NYH will keep a record of all data breaches.

In the event of a data breach, NYH will contact the relevant parties to inform them of the nature and scale of the breach. They will also take all reasonable steps to limit the disclosure of the data to the minimum.

Any data breaches resulting in a risk to the rights and freedom of individuals, (e.g., discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage), will be notified to the Information Commissioner's Office (ICO).

Data Protection Responsibilities

Role	Person(s) at North Yorkshire Humanists
Data Controller	Chair
Data Processor	Chair, Secretary & Membership Secretary
Data Protection Officer	Secretary

Policy review

This policy was written on 09/04/2018

It will be reviewed on 09/04/2019

Name of author: Brian Quinn, Chair of North Yorkshire Humanists

Signature:

