

## Girlguiding Shropshire Data Protection Policy

### Definitions for this policy

<b>Charity</b>	means Girlguiding Shropshire a registered charity governed by Girlguiding.
<b>GDPR</b>	means the General Data Protection Regulation.
<b>Register of Systems</b>	means a register of all systems or contexts in which personal data is processed by the Charity i.e. what information is collected, why it is collected, how it is stored and for how long.
<b>County Team</b>	Means all commissioners, both District, Division and County and also any appointed advisers including but not limited to, Outdoors, Training and Membership Systems. All such team will be listed on the Girlguiding Go database as part of the membership of the County level.

### 1. Data protection principles

Girlguiding Shropshire is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### 2. General provisions

- a. This policy applies to all personal data processed by the Charity.
- b. The privacy notice is on the website and paper forms.
- c. The Trustees shall take responsibility for the Charity's ongoing compliance with this policy.
- d. This policy shall be reviewed at least annually.

### 3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner. All such requests should be in writing to the County Commissioner.
- d. A privacy notice shall be displayed on the website and all booking forms.

### 4. Lawful purposes

- a. All data processed by the charity will be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests
- b. The Charity shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent will be clearly available and systems will be in place to ensure such revocation is reflected accurately in the Charity's systems.
- e. Commissioners and County team members shall be required to opt into marketing (event) information until such time as its position for the Charity can be clarified by Girlguiding.

### 5. Data minimisation

- a. The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

### 6. Accuracy

- a. The Charity shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

### 7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Charity shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

### 8. Security

- a. The Charity shall ensure that personal data is stored securely using modern software that is kept-up-to-date and password protected.
- b. Access to personal data shall be limited to personnel who need access and appropriate security will be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this will be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be held securely and password protected.

### 9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

### 10. Monitoring

The policy shall be monitored and recorded via the risk meeting to ensure that is it fit for purpose and being complied with. Minutes shall be kept.

END OF POLICY