

GARDD GYMUNEDOL LLANSADWRN COMMUNITY GARDEN

DATA PROTECTION AND PRIVACY POLICY

Protocol and Guidance

It is required that all members of the Garden understand their obligations under the Data Protection Act, and this protocol gives the necessary guidance.

Principles

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with rights of the individual
- Secure
- Not transferred to other countries without adequate protection

The second area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

The Garden holds some basic data about people to ensure effective engagement with the project.

Data Held in Gardd Gymunedol Llansadwrn Community Garden

Whilst the data held by the Garden may be basic but we need to be very careful to protect the data and ensure that it is used lawfully.

It must only be used for the purpose for which it is collected. This is of particular importance to local members.

Data may include email addresses, home addresses, full name, date of birth and other personal information to help people volunteer.

Headline Obligations

It is the **Committee's responsibility to ensure:**

- Data is not accessible by people other than those authorised to enter or process it. If you are giving data to a third party for processing you must make certain that they have satisfactory data protection registration and procedures in place. Practically, if you transfer data to a third party for processing you must always securely encrypt the data you are transferring using cryptographic software. Free cryptographic software such as Truecrypt is widely available.
- Your internal procedures – from storing passwords, to manual filing systems, to location of computer screens so they can't be overlooked – are regularly reviewed, are robust and are written down so that they can be referred to by the Information Commissioner if required.
- You do not give or sell data to a third party, except as allowed for processing.

- You do ensure data confirms to the principles set out in the Act and shown above. (Whilst the Act requires that data is up to date, it also acknowledges that historic data can only be accurate for its own time – so canvass data that was collected at a certain period is perfectly Ok to keep).
- If you download data for processing, keep it safe and destroy it as soon as it has been used for purpose.

In the event that it becomes clear to the Garden that you have contravened these data protection obligations:

- If you are a volunteer, your access to this information will be stopped immediately.

Subject Access Requests

Any individual can request that we search our files (remember that this includes searchable manual files) for personal data we may hold on them at any time). This data is information that relates to a living individual who can be identified from that information, or includes expression or opinion about that individual.

In the event that you receive a request:

- Don't leave it. Data has to be provided to the data subject within 40 days.
- Do inform the individual even if no data is found.
- Do not reveal the identity of a third party mentioned within a document without consent unless reasonable to do so.
- Do not supply data without a written request.

Compliance

I have read this guidance note and understand and accept my responsibilities.

Name :

Signature: Date: