

BARNINGHAM NET ZERO COMMUNITY INTEREST COMPANY

DATA PROTECTION POLICY

Statement of intent

1. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, including images, audio recordings and written information.

Responsibility

2. Overall and final responsibility for data protection lies with the company directors, who are responsible for overseeing activities and ensuring this policy is upheld.
3. All contractors and volunteers are responsible for observing this policy and related procedure.

Overall policy statement

4. Barningham Net Zero Community Interest Company needs to keep personal data about its directors, contractors, volunteers and supporters in order to carry out group activities.
5. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
6. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
7. We will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in our group's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or to protect someone's life, or to perform public tasks.
8. We will provide individuals with details of the data we have about them when requested by them.
9. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
10. We will endeavour to keep personal data up-to-date, accurate and securely stored.
11. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
12. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
13. We will endeavour not to have data breaches.
14. To uphold this policy, we will maintain a data protection procedure.

Review

This policy will be reviewed every two years

Date.....

Signature (Judith Lewis - Chair).....

Signature (Martha McBarron - Secretary).....