

Cambridge Conservation Forum (CCF) General Data Protection Regulations (GDPR)

As CCF organisational and individual members may be aware, the General Data Protection Regulations (GDPR), extending the Data Protection Act, will come into effect on 25 May 2018 and requires all organisations holding data to comply with its provisions. CCF is required to produce a Data Protection Policy (see below) and to notify members of the data held and any use to which it is put.

The Executive Committee hold all contact details (Names and email addresses) and committee members, such as the Newsletter Editors, utilise these lists to send out weekly and monthly newsletters plus invitations to social events. Sub Groups of CCF representing members' interests are also covered by this policy. The membership list for CCF and the groups are kept up to date on an annual basis through emailed annual membership reminders asking members if they wish to continue as members of CCF. CCF will not release membership lists or details of individual members to any third party at any time without the express permission of members; all data files held are password-protected.

Cambridge Conservation Forum (CCF) Protection Policy

Policy statement

CCF is committed to a policy of protecting the rights and privacy of its members in accordance with The Data Protection Act 1998 and the General Data Protection Regulation which comes into force 25 May 2018.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000 and are enhanced by the General Data Protection Regulation (GDPR) which is effective from 25 May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge and consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – members must have the right to copies of their own data.

Purpose of data held by Cambridge Conservation Forum (CCF)

Data may be held by us for the following purposes:

1. Membership & contact details;
2. Correspondence and information.

Data Protection Principles

In terms of the legislation, the CCF Communications Manager and CCF Group Managers are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that data are:-

1 Fairly, lawfully and transparently processed

CCF will state its intentions by placing this policy on its web site. This will include how it will process the data it holds and state if, when and to whom, we intend to give the personal data. We will also provide an indication of the duration the data will be kept.

2 Processed for limited purpose

We will not use data for a purpose other than those agreed by data subjects ie members.

3 Adequate, relevant and not excessive

CCF will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed. Members have the right to erasure on request.

4 Accurate and up-to-date

We will inform our members of the information we hold and record any relevant updating when they renew their annual membership. All amendments to the information held will be made by the Membership Secretary within one month of receipt and data no longer required will be deleted. We will aim for this to be completed by end March each year. It is the responsibility of members to ensure that the data held by us are accurate and up-to-date. Members should notify us of any changes in year, to enable details to be updated accordingly. It is the responsibility of CCF to act upon notification of changes to data, amending them where relevant.

5 Not kept longer than necessary

We discourage the retention of data for longer than it is required. All personal data will be deleted by us after non-renewal of membership of the forum.

6 Processed in accordance with the individual's rights

All Members of the CCF have the right to:

- Be informed, upon request, of all the information held about them within 21 days.
- Appropriate compensation if they can show that they have been caused damage by any contravention of the legislation.

7 Secure

Appropriate steps are taken to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

8 Not transferred to countries outside the European Economic Area,

Data will not be transferred to countries outside the European Economic Area without the explicit consent of the individual.