

# The Maldon Society

## General Data Protection Policy

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### 1 Definitions:

- 1.1 Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
- 1.2 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.

### 2 Responsibility:

- 2.1 Overall and final responsibility for data protection lies with the society's committee, which is responsible for overseeing activities and ensuring this policy is upheld.
- 2.2 All members are responsible for observing this policy, and related procedures, in all areas of their work for the society.

### 3 Overall policy statement:

- 3.1 The Maldon Society needs to keep personal data about its committee, members, volunteers for the audio history project, and speakers, in order to carry out our activities.
- 3.2 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.
- 3.3 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.

- 3.4 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.
- 3.5 We will provide individuals with details of the data we have about them when requested by that individual.
- 3.6 We will delete data if requested by an individual unless we need to keep it for legal reasons.
- 3.7 We will endeavour to keep personal data up-to-date and accurate.
- 3.8 We will store personal data securely.
- 3.9 We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- 3.10 We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- 3.11 We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
- 3.12 To uphold this policy, we will maintain a set of data protection procedures for our committee to follow.

#### **4 Review:**

- 4.1 This policy will be reviewed every two years.

Adopted on 21 January 2021.