

Tiverton Signpost Club - General Data Protection Regulation Policy Statement – GDPR stands for General Data Protection Regulation and replaces the previous Data Protection.

It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals. Tiverton Signpost Club is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. 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.

GDPR includes 7 rights for individuals

1) The right to be informed - Tiverton Signpost Club, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and Education school, along with any SEN requirements.

As a voluntary group Tiverton Signpost Club is required to hold data on its helpers; names, addresses, email addresses, telephone numbers, date of birth, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS). DBS Numbers and date of issue are also held on a central record.

2) The right of access - At any point an individual can make a request relating to their data and Tiverton Signpost Club will need to provide a response (within 1 month). Tiverton Signpost Club can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure - You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Tiverton Signpost Club has a legal duty to keep children's and parents details for a reasonable time*, Tiverton Signpost Club may retain these records for 1 year after leaving the society before they can be erased. This data is archived securely onsite and shredded after.

4) The right to restrict processing - Parents, visitors and staff can object to Tiverton Signpost Club processing their data. This means that records can be stored but must not be used in any way, for example examination applications, reports or for communications.

5) The right to data portability - Tiverton Signpost Club requires data to be transferred from one IT system to another; such as from Tiverton Signpost Club to the Local Authority, for performance BOPA licences. These recipients use secure file transfer systems.

6) The right to object Parents, visitors and staff can object to their data being used for certain activities like marketing or research. Tiverton Signpost Club

7) The right not to be subject to automated decision-making including profiling. Automated decisions and profiling are used for marketing based organisations. Tiverton Signpost Club does not use personal data for such purposes.

Storage and use of personal information - All paper copies of children's and helpers records are kept in a locked filing cabinet. Restricted committee members can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded afterwards.

Information about individual children is used in certain documents, such as, a weekly register, medication forms. These documents include data such as children's names, date of birth and an emergency contact number but no addresses. These records are shredded after the relevant retention period. Tiverton Signpost Club collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded or deleted if the child does not attend or added to the child's file and stored appropriately. Tiverton Signpost Club stores personal data held visually in photographs or video clips or as sound recordings, No names are stored with images in photo albums, displays, on the website or on Tiverton Signpost Club's social media sites. Access to all Office computers is password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked office and within this office a locked filing cabinet. GDPR means that Tiverton Signpost Club must; * Manage and process personal data properly * Protect the individual's rights to privacy * Provide an individual with access to all personal information held on them. This Policy was adapted at a meeting at Tiverton Signpost Club in July 2018 Signed on behalf of Tiverton Signpost Club.