



Swinley Community Group Data Protection Policy

Introduction

Swinley Community Group has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

These procedures cover the main, regular ways we collect and use personal data.

Data Collection

1. Clearly communicate the purpose of collecting personal data through social media, events, and photography.
2. Obtain consent from individuals before capturing or using their data.
3. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored on paper it will be filed carefully in a locked filing cabinet.
4. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

Social Media

1. Manage social media accounts responsibly, respecting privacy and permissions.
2. Avoid sharing sensitive personal information without consent.

Events

1. Clearly outline the purpose and scope of data collected during events
2. Securely store event attendee information and limit access to authorised personnel only

Photography

1. Seek permission before capturing and using photographs of individuals.
2. Respect individuals' wishes regarding the use of their images.
3. Where a wildlife camera is in operation, there will be clear signage indicating CCTV is in operation. Any footage of persons will be reviewed and securely deleted. However, if there is criminal activity or anti-social behaviour, the images will be shared with the relevant authorities and may be used as evidence.

Data Processing

1. Process personal data in compliance with legal requirements
2. Regularly review and update any personal data

Data Security

1. Implement security measures to protect personal data collected from social media, events, and photography.
2. Ensure secure storage and transmission of event-related and photographic data.

Data Subject Rights

1. Inform individuals about their rights regarding data collected through volunteering activities, social media, events, and photography.
2. Individuals may exercise their rights for any data collected, including photographs, to be removed or deleted by contacting a member of the committee.

Consent for Minors

Obtain parental or guardian consent for photography and/or the collection and use of personal data.

Data Sharing

1. Only share personal data, including photographs, with third parties when necessary and with consent.
2. Ensure third parties adhere to data protection standards.

Volunteer Awareness

1. Educate group members and volunteers on responsible social media use, event data handling, and photography practices.
2. Stress the importance of obtaining consent and respecting an individuals' privacy.

Contacting volunteers

2. We will maintain a list of contact details of our volunteers and will share volunteering activities with the people on this list.
4. To allow volunteers to work together to organise for the group, it may be necessary to share volunteer contact details with other volunteers. We will only do this with consent.

Contacting group members

1. The group needs to be in contact with one another in order to run the organisation effectively and ensure its obligations are met.
2. Group members contact details will be shared with other members.
3. Members will not share each other's contact details with anyone outside of the group, or use them for anything other than Swinley Community Group business, without consent.

Data Retention

Regularly review and securely dispose of unnecessary data.

Review and Compliance

This document will be reviewed every 2 years, or sooner if relevant legislation or national guidance changes.