



Data Protection Policy

Introduction

This policy explains how and why the Staffordshire Centre uses your personal data, to make sure you stay informed and can be confident about giving us your information.

Purpose

The purpose of this policy is to ensure that all personal data held by the Staffordshire Centre is handled in a way that respects the rights of individuals, complies with relevant data protection laws, and safeguards the data from misuse, loss, or unauthorised access.

Scope

This policy applies to all members and any other individuals, e.g., those attending events as guests / volunteers, whose personal data is collected or processed by the Staffordshire Centre. This includes:

- **Personal information:** Names, addresses, email addresses, phone numbers, membership status, etc.
- **Sensitive information:** The Staffordshire Centre will not normally request sensitive data but, if such data is required, e.g., health data for specific activities, dietary preferences / allergies for organised pre booked meals, we will ensure appropriate safeguards are in place to protect the individual

Legislation

The Staffordshire Centre complies with applicable data protection legislation, including,

- Data Protection Act 2018
- Applicable laws & regulations relating to the Processing of Personal Data including, where applicable, the guidance and codes of practice issued by the Information Commissioner's Office

The Staffordshire Centre is committed to ensuring that personal data is processed in accordance with the eight key principles of data protection. Personal data must be:

- used in a fair and lawful way
- collected for a lawful reason and not be used for anything that is not part of this reason
- adequate, relevant and not excessive for the reason for which it was collected
- accurate and kept up to date
- not kept longer than needed
- collected and stored in ways that respect the data subjects' rights

- kept with appropriate security measures
- not moved to a country or territory outside the European Economic Area unless the country or territory has laws that protect data subjects from their personal data being used inappropriately

Responsibilities

Data Protection Officer

As a small organisation the Staffordshire Centre does not have a dedicated Data Protection Officer. The committee will oversee data protection matters and compliance with this policy.

Members

All members who handle personal data are responsible for ensuring they:

- Understand and follow this policy
- Report any concerns regarding data protection to the Committee / Chair
- Handle personal data securely, and only for the purposes intended

Types of Data Collected

The Staffordshire Centre will collect and process the following types of personal data:

- **Basic identification information:** Name & contact details
- **Membership details:** Membership status, joining date, participation in activities, event attendance
- **Sensitive data** (only with explicit consent where necessary): Health conditions (e.g., mobility / access needs, allergies), dietary requirements, emergency contact information

Data Collection & Use

The Staffordshire Centre will collect personal data only for legitimate purposes related to the operation of the centre. This includes:

- Communicating with members about events, meetings, and activities
- Managing membership records, payments, and participation
- Organizing and coordinating events and activities that require certain personal details (e.g., emergency contacts, health data for e.g., trips).

We will inform individuals at the time of data collection about the specific purpose for which their data is being collected.

Consent

Where required, the Staffordshire Centre will obtain explicit consent for processing sensitive personal data, e.g., health data for activities / trips and photographs or videos taken at events for promotional purposes.

Members will have the option to withdraw their consent at any time. It remains the individual member's responsibility to remove themselves from photographs they do not wish to be included in.

Data Storage and Security

Personal data will be stored securely, whether in physical or electronic format. The Staffordshire Centre will ensure that:

- Physical records are kept in a secure location.
- Electronic data is protected using strong passwords.
- Access to personal data is limited to authorised individuals only

Data will not be kept for longer than necessary; personal data will be securely deleted or anonymised once it is no longer required.

Members access to information about them

The Data Protection Act 2018 says that people who want to see data held about them have the right to:

- Request a copy of their personal data
- Request corrections if their personal data is inaccurate or incomplete
- Request the deletion of their data when it is no longer necessary for the purposes for which it was collected
- Ask for the data to be restricted or stopped under certain conditions.
- Receive their data in a structured, commonly used, and machine-readable format.
- Object to certain types of data processing.

If a member wishes to exercise any of these rights, they should contact the Chair of the Staffordshire Centre in writing.

Data Sharing

The Staffordshire Centre will not share personal data with third parties without the member's explicit consent unless required by law or for the execution of activities where data sharing is essential (e.g., sharing rota and / or emergency contact details with event organisers / hosts, health data with medical personnel during a trip).

Data Breaches

In the event of a data breach, the Staffordshire Centre will:

- Inform the relevant supervisory authority if the breach is likely to result in a high risk to individuals' rights and freedoms
- Notify affected individuals if necessary
- Take appropriate measures to mitigate the impact of the breach and prevent future incidents

Review

This policy will be reviewed every two years, or sooner if required by changes in data protection legislation.

Feedback

Feedback from members will be welcomed to ensure the policy is up-to-date and effective.