



# PERSONAL DATA POLICY

(DM 1.3 Issue 1)

## 1 DEFINITIONS

- 1.1. **DM : Derby Makers**
- 1.2. **SME : Subject Matter Expert**
- 1.3. **GDPR : 2016/679 (General Data Protection Regulation) of the EU**
- 1.4. **DPA : Data Protection Act 2018, Section C12**
- 1.5. **SC : Steering Committee**
- 1.6. **AGM : Annual General Meeting**

## 2. INTRODUCTION

- 2.1. The recent introduction of GDPR, now in UK law as the DPA, means we should update/create our own documentation for members and those interested in us, so that we're all clear what use is made of personal data and how we process it.
- 2.2. There are 2 documents needed :
  - 2.2.1. A Personal Data Policy setting out why we need people's personal data and broadly how we use it (this policy)
  - 2.2.2. A more detailed Data Privacy notice covering where and how the data is stored, who we share it with and why (to be issued separately)
- 2.3. Derby Makers is a voluntary organisation, which is run by and for its members. It has no income apart from any members membership fees plus any grants or event income. It's aim is to encourage making in whatever form the members so choose.
- 2.4. Since we are a not for profit organisation, we do not need to register with the national regulators (The Information Commissioners Office, ICO) nor pay the annual fee.

### **3. PERSONAL DATA**

- 3.1. Our lawful basis for processing personal data is legitimate interest as it is necessary for the provision of services.**
- 3.2. We try and only collect name, email address and phone number for most services.**
- 3.3. The direct debits or standing orders are between the individual member and their bank. We only get the information that the bank supplies to us, following the member's instruction to pay us.**
- 3.4. We use the minimum data necessary to :**
  - 3.4.1. Administer the membership fees collected on our behalf by a bank
  - 3.4.2. Administer the Google Group mail list through which members and interested other people can communicate with DM
  - 3.4.3. Administer the Website, shared data storage and any other relevant technical systems deemed necessary by the DM SC or AGM.
- 3.5. Each of the external companies used to supply the services have their own privacy policies, published on their websites.**
- 3.6. Personal data will only be held by (and viewable) by the 3 officers.**
- 3.7. Personal data for previous members will not be retained.**
- 3.8. SMEs within DM who have detailed knowledge of Data Protection law are to be identified, and any questions relating to this subject should be discussed at first with them, and afterwards at AGM or SC meetings as required.**
- 3.9. As at this issue of this Policy, the SMEs are :**
  - 3.9.1. Tony Brookes
  - 3.9.2. Al Johnson

#### 4. AGREEMENT OF THIS POLICY

4.1. This policy was formally agreed by :

Name	Role	Signature	Date
MORGAN BARKE	Chair		24/1/2019
MARK HANCOX	Secretary		17-JAN-2019
PAUL STEVENS	Treasurer		17/1/2019
Brendan STAFFORD	Steering Committee Member		17/1/2019
Tony <u>Brooke</u>	Steering Committee Member		17/1/19