Bridport Community Orchard Group

Data Protection Policy

Data Protection

Data Protection is a system of rules (laws and regulations), designed to protect the personal data of individuals insofar as that data is held and processed in particular ways.

The **Data Protection Act 2018 (DPA)** controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

The DPA is not:

- A general right of privacy
- A general right of confidentiality
- Part of the Freedom of Information Act

Under the terms of the DPA Personal Data is information held in digital or paper format relating to a living person, that might identify or help to identify them including:

- Name
- Address
- Date of birth
- National Insurance number
- Ethnic origin
- Marital status
- Financial details e.g. bank account numbers
- Medical history
- Criminal record
- Purchasing and on line browsing habits (collected by cookies)
- Car registration number
- Photographic or video imagery of persons or their address
- Anything else of a personal/biographical nature
- And matters of opinion concerning that person.

The rights and obligations of DPA is encapsulated in eight principles:

1. Personal data must be processed fairly and lawfully, and in compliance with at least one of the key conditions.
2. Personal data must be obtained for specified lawful purposes, and be processed compatibly with those purposes.
3. The personal data should be adequate, relevant and not excessive for the purpose.
4. Personal data must be accurate and kept up to date by the Data Protection Officer.
5. Personal data must not be kept any longer than necessary for the specified purpose.
6. Personal data must be processed in accordance with the rights of the data subject, notably subject access requests.
7. Appropriate technical and organisational measures must be taken against unauthorised use or processing of personal data, and against its accidental loss destruction or damage.
8. Personal data shall not be transferred outside the European Economic Area, unless the destination country ensures an adequate level of protection.

The following will be observed:

1. We shall ensure that we fully understand how the Bridport Community Orchard uses personal data.
2. We shall ensure sensitive personal data is accorded additional security because of the level of personal harm that loss or leakage can cause – restricted access and password protection.
3. We shall ensure personal data held on laptops is encrypted or password protected for use off site.
4. BCOG staff are aware of data security requirements.
5. We shall ensure personal data is never left on desktops or unsecured areas overnight and weekends.

6. We shall ensure that when personal data is shared or transferred that the method of transfer is secure – pen drives (USB sticks) will be avoided, and correct e-mail addresses will be used, and a delivery receipt is obtained.
7. We shall ensure that when fulfilling a subject access request we obtain confirmation of identity of data subject from the body that requested it.
8. A senior member of staff is nominated as Data Protection Officer.
9. We shall ensure that personal data is accurate and ensure that it is kept up to date.
10. We shall ensure we obtain permission to use photographic images in a public domain that include faces from the individual(s) concerned.
11. One committee individual is the custodian of personal contact details of all volunteers, either on paper or electronically. For the contacting of volunteers by email, that individual will maintain an up to date distribution list. For the contacting of volunteers regarding routine work parties and helping with orchard events, two further committee members will have access to the up to date distribution list. When contacting the volunteers, strict standards are followed, in that committee members will be included in the main distribution list where necessary, and all volunteers will be included by nature of 'blind copy'. Occasionally, other professional individuals will need to be included in the communication (e.g. Town Council), and these will be included in the 'main' or 'copy' sections of the distribution list.

Controlling personal information

The Bridport Community Orchard will not sell, distribute or lease personal information to third parties unless we have permission or are required to do so by law. Individuals may request details of their personal information, which will be held under the Data Protection Act 2018. If an individual believes that any information BCOG are holding on an individual is incorrect or incomplete, they are advised to contact BCOG as soon as possible in order to have the error(s) rectified.

Links to other websites

Bridport Community Orchard's website, and Facebook page, contain links to other websites of interest. However, once individuals have used these links to leave the BCOG site, it should be noted that we do not have any control over that other website. Therefore BCOG cannot be responsible for the protection and privacy of any information, which is provided whilst visiting such sites.