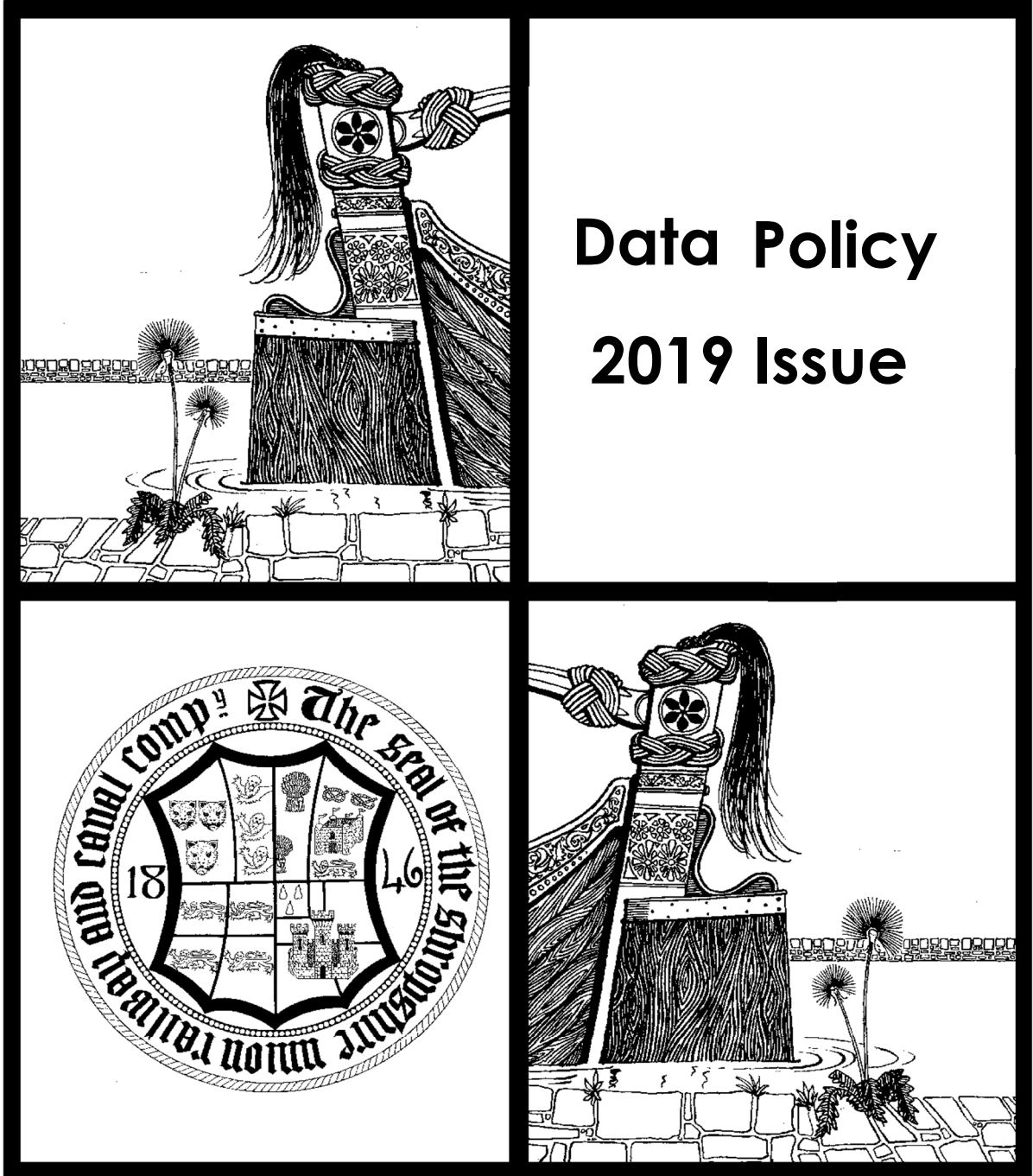




SHROPSHIRE UNION CANAL SOCIETY



DATA POLICY

1. About this Policy

1.1 This policy explains when and why The Shropshire Union Canal Society collect personal information about our members and how The Society uses and keeps it secure as well as the individuals rights in relation to it.

1.2 The Shropshire Union Canal Society may collect, use and store your personal data, as described in this Data Processing Policy and as explained when we obtain such data from the member.

1.3 The Shropshire Union Canal Society reserve the right to amend this Data Processing Policy from time to time without prior notice. Members are advised to check The Shropshire Union Canal Society website <http://www.shropshireunion.org.uk> or our Society magazine regularly for any amendments (Note, amendments will not be made retrospectively).

1.4 The Shropshire Union Canal Society will always comply with the General Data Protection Regulation (GDPR) when dealing with any personal data. Further details on the GDPR can be found at The Shropshire Union Canal Society website or on the Information Commissioner website (www.ico.gov.uk).

1.5 For the purposes of the GDPR, The Shropshire Union Canal Society will be the “Controller” of all personal data which the Society hold

2. Who are we?

2.1 Societies name

Shropshire Union Canal Society.

2.2 Contact Details

31 Cheshire Street
Market Drayton
Shropshire
TF9 1PH

2.3 Contact Person

Richard Feeney, Data Controller, (Membership Secretary)
Email : sucsmemsec@gmail.com Telephone : 07920 708255

3. What information we collect and why.

Type Of Information gathered	Purposes for obtaining this information	Legal basis of processing this information
Member's name, address, telephone numbers, email address (es).	Managing the Member's membership of the Society.	Setting up and maintaining the Society's contract with the Member for the purposes of our legitimate interests in operating the Society.
Bank account details of the member or other person making payment to the Society.	Managing the Member's membership of the Society, the provision of services and events.	Managing the Society's contract with the Member.
Emergency contact details.	Contacting next of kin in the event of an accident or emergency at a Society managed work party or event location	Protecting the Member's personal interests and those of their dependants.
Photos and videos of members at work parties and events.	Publishing on the Society's website and social media pages as well as publishing in the Society's printed magazine and press releases.	We will ask for the Member's consent on their induction sheet and or volunteer record sheet and review this annually. The Member may withdraw their consent at any time by contacting us directly by email or letter.
Postal addresses , email addresses and phone numbers of Suppliers to the Society	Managing the day to day operation of Society.	For the purposes of our legitimate interests in the Societies' activities.
Member's name, address, telephone numbers, email address(es) Date of birth, Gender Next of kin	Managing the Societies documented Health and Safety reporting processes including those required by C&RT and the Health & Safety Executive (RIDDOR)	Providing C&RT and the HSE as appropriate with details of injured person(s) in the case of a serious accident occurring at site (This is a legal requirement)

4. How SUCS protect your personal data

1. We will not transfer any personal data outside the Society without consent.
2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction
3. It is important to note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
4. We will notify you promptly in the event of any breach of your personal data which may expose you to serious risk.

5. Who else has access to the information you provide us?

1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (eg. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

1. We will hold your personal data on our systems for as long as you are a member of the Society and for as long after as is necessary to comply with our legal obligations.
2. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
3. We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have the following rights under the GDPR:

- a) to access your personal data
- b) to be provided with information about how your personal data is processed
- c) to have your personal data corrected
- d) to have your personal data erased in certain circumstances
- e) to object to or restrict how your personal data is processed
- f) to have your personal data transferred to yourself or to another business in certain situations

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner, Contact Details below

<https://ico.org.uk/concerns> Telephone Number 0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to thob@btinternet.com.

Signatories to the Data Policy – 2019

Position within the Society	Name	Signature	Date
Chair	Rich Hamp		
Treasurer	Ian Hendley		
Society Secretary	Terry O'Brien		
Restoration Project Manager	David Carter		
Health and Safety Officer	Pat Tolster		
Minute secretary and Publicity officer	Fred Barrett		