

## **Data Protection Policy – May 2018**

Following advice on the NCVO website, as we are a club/community group, we are not required to register with the Information Commissioner's Office, although we do adhere to its requirements.

We will observe the requirements of the General Data Protection Regulation as follows:

1. We record the personal data we hold on our supporters on a password-protected Excel spreadsheet. The data may include supporters' and trustees' names, email addresses and telephone numbers; when or where the data was provided; who we share it with; and how and when it is deleted. Names and email addresses are also held on Yahoo email group(s)/Mail Chimp.
2. We do not share your personal data with anyone else, without your prior consent.
3. We keep our Data Protection Policy under regular review, annually by the trustees.
4. The 'lawful basis' for the processing of personal data held by FROGS is the consent of the data subject, given on-line or in writing.
5. After 1 May 2018 new supporters will complete a new consent form in hard copy or on-line, which will detail the use of the data, how it is held, with whom it is shared, and how the data subject may ask for it to be deleted.
6. New supporters will be asked to confirm that they are over 18 years old.
7. Any suspected data breach will be reported by the Secretary to the Chair of FROGS, investigated, and declared to any supporter whose privacy may have been breached.
8. Subject access requests may be sent to the Secretary via [enquiries@fromefrogs.org.uk](mailto:enquiries@fromefrogs.org.uk) who will provide access to the data held on that individual within one month of receipt of the request, and on provision of acceptable evidence of identity.