



# Data Protection Policy

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# 1. OVERVIEW

## 1.1 Introduction

This policy explains how data should be collected, stored and used in order to meet Southampton Grad Band data protection standards and comply with the General Data Protection Regulations (GDPR).

In order to operate, Southampton Grad Band needs to gather, store and use certain forms of information about individuals for the purpose of fulfilling its responsibilities.

The individuals can include members and people who have a relationship with Southampton Grad Band.

## 1.2 Why is this policy important?

This policy ensures that Southampton Grad Band:

- Protects the data protection rights of anyone who has a relationship with the Southampton Grad Band.
- Complies with data protection law and follows good practice.
- Protects the Southampton Grad Band from the risks of a data breach.

# 2. ROLES AND RESPONSIBILITIES

## 2.1 Who and what does this policy apply to?

This applies to *all* those handling data on behalf of Southampton Grad Band, for example:

- Committee members
- Members
- Contractors/3<sup>rd</sup> party suppliers
- Volunteers

It applies to all data that Southampton Grad Band holds primarily relating to its members, including but not limited to:

- Names
- Email addresses
- Postal addresses
- Phone numbers

## 2.2 Roles and responsibilities

Southampton Grad Band Committee Chair is the Data Controller and will determine what data is collected and how it is used. The Data Protection Officer for Southampton Grad Band is a designated member of the Committee, named each year in the minutes. They, together with the committee, are responsible for the secure, fair and transparent collection and use of data collected by Southampton Grad Band. Any questions relating to the collection or use of data should be directed to the Data Protection Officer. The Southampton Grad Band Committee Chair is the Data Controller and will determine what data is collected and

how it is used. The responsibilities of the Data Protection Officer for Southampton Grad Band fall within the responsibilities of the Southampton Grad Band Committee.

*Anyone* who has access to data as part of Southampton Grad Band has a responsibility to ensure that they adhere to this policy.

Southampton Grad Band uses third party Data Processors (e.g. Googlemail) to process data on its behalf. Southampton Grad Band will ensure all Data Processors are compliant with GDPR.

## **3. DATA PROTECTION PRINCIPLES**

### **3.1 Processing of personal data fairly and legally and in a transparent way**

Southampton Grad Band will only collect data where lawful and where it is necessary for the legitimate purposes of the group. Southampton Grad Band will not collect or store more data than the minimum information required for its intended purpose.

The details of the member data collected are outlined in Section 2.1. The lawful basis for processing this data relates to Southampton Grad Band completing tasks expected as part of the individual's membership. When a person agrees to becoming a member of Southampton Grad Band, the signed membership form will be seen as an agreed contract between that person and the Southampton Grad Band.

Other information may be required depending on the nature of the requirement at that time. This is likely to include and not limited to contractor details for work carried out and audience details for ticket bookings. Details are likely to include and not limited to contact name, contact address and payment information.

When collecting data, Southampton Grad Band will always provide a clear and specific privacy statement explaining to the subject why the data is required and what it will be used for.

### **3.2 Southampton Grad Band membership data**

A member's details will be collected when they first join the group and thereafter checked at annual renewal. Details will be used to contact the member regarding group membership administration and activities.

Other data may also subsequently be collected in relation to their membership, including their payment history for 'subs'. Where possible Southampton Grad Band will anonymise this data.

### **3.2 Data is accurate, up-to-date and not kept longer than necessary**

Southampton Grad Band will keep records for no longer than is necessary in order to meet the intended use for which it was gathered (unless there is a legal requirement to keep records).

The Southampton Grad Band Committee will ask members to check and update their data on an annual basis. Any individual will be able to update their data at any point by contacting the The Data Protection Officer.

Regarding all other data, the Southampton Grad Band Committee will make a decision at the time of review as to whether the data is still required. Reviews of this data will happen once a year.

### 3.2.1 Data to be reviewed

The data to be reviewed is that which is securely stored and is regarding any relationship the Southampton Grad Band has with any people. This may include and is not limited to, digital documents, data stored on third party online services (e.g. Google Drive), and physical data.

### 3.2.2 How data will be deleted

All reasonable and practical efforts will be made to remove data by the most appropriate methods.

Priority will be given to any instances where data is stored in active lists (e.g. where it could be used) and to sensitive data.

Where deleting the data would mean deleting other data that we have a valid lawful reason to keep (e.g. on old emails) then the data may be retained safely and securely but not used.

### 3.2.3 Criteria

The following criteria will be used to make a decision about what data to keep and what to delete.

Question	Action	
	Yes	No
Is the data stored securely?	No action necessary	Update storage protocol in line with Data Protection policy
Does the original reason for having the data still apply?	Continue to use	Delete or remove data
Is the data being used for its original intention?	Continue to use	Either delete/remove or record lawful basis for use and get consent if necessary
Is there a statutory requirement to keep the data?	Keep the data at least until the statutory minimum no longer applies	Delete or remove the data unless we have reason to keep the data under other criteria.
Is the data accurate?	Continue to use	Ask the subject to confirm/update details

Question	Action	
	Yes	No
Where appropriate do we have consent to use the data. This consent could be implied by previous use and engagement by the individual	Continue to use	Get consent
Can the data be anonymised	Anonymise data	Continue to use

### 3.2.4 Other statutory data

Data stored by Southampton Grad Band may be retained based on statutory requirements for storing data other than data protection regulations. This might include but is not limited to:

- Details of payments made and received (e.g. in bank statements and accounting records).
- Committee meeting minutes.
- Contracts and agreements with suppliers/customers.
- Insurance details.

### 3.2.5 Member data

When a member leaves Southampton Grad Band and all administrative tasks relating to their membership have been completed, any potentially sensitive data held on them will be deleted.

Unless consent has been given, data will be removed from all email mailing lists.

All other data will be stored safely and securely and reviewed as part of the regular data reviews.

### 3.2.6 Mailing list data

If an individual opts out of a mailing list, their data will be removed as soon as is practically possible.

All other data will be stored safely and securely and reviewed as part of the next regular data review.

## 3.3 Keeping data secure

Southampton Grad Band will ensure that data held is kept secure.

- Electronically held data will be held within a password-protected and secure environment.
- Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position.
- Physically held data (e.g. membership forms or email sign-up sheets) will be stored in a locked cupboard.

- Keys for locks securing physical data files should be collected by the Data Protection Officer from any individual with access if they leave their role/position. The codes on combination locks should be changed each time an individual with data access leaves their role/position.
- Access to data will only be given to relevant committee members or others where it is clearly necessary for the running of the group. The Data Protection Officer will decide in what situations this is applicable and will keep a master list of who has access to data.

### 3.4 Transfer of data to countries outside the European Economic Area

Southampton Grad Band will not transfer data to other individuals or organisations based in countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual's data privacy rights countries, there is a business need or legal requirement to do so.

## 4. INDIVIDUAL RIGHTS

When Southampton Grad Band collects, holds and uses an individual's personal data that individual has the following the rights over that data. Southampton Grad Band will ensure its data processes comply with those rights and will make all reasonable efforts to fulfil requests from an individual in relation to those rights. All data requests and enquiries should be directed the Southampton Grad Band Committee.

- *Right to be informed:* whenever Southampton Grad Band collects data it will provide a clear and specific privacy statement explaining why it is being collected and how it will be used.
- *Right of access:* individuals can request to see the data Southampton Grad Band holds on them and confirmation of how it is being used. Requests should be made in writing to the Data Protection Officer and will be complied with free of charge and within one month. Where requests are complex or numerous this may be extended to two months.
- *Right to rectification:* individuals can request that their data be updated where it is inaccurate or incomplete.
- *Right to object:* individuals can object to their data being used for a particular purpose. Southampton Grad Band will always provide a way for an individual to withdraw consent in all marketing communications. Where we receive a request to stop using data we will comply unless we have a lawful reason to use the data for legitimate interests or contractual obligation.
- *Right to erasure:* individuals can request for all data held on them to be deleted. Southampton Grad Band data retention policy will ensure data is not held for longer than is reasonably necessary in relation to the purpose it was originally collected. If a request for deletion is made we will comply with the request unless:
  - There is a lawful reason to keep and use the data for legitimate interests or contractual obligation.
  - There is a legal requirement to keep the data.
- *Right to restrict processing:* individuals can request that their personal data be 'restricted' – that is, retained and stored but not processed further

Though unlikely to apply to the data processed by Southampton Grad Band, we will also ensure that rights related to portability and automated decision making (including profiling) are complied with where appropriate.

## **5. OBTAINING CONSENT**

Southampton Grad Band may collect data from people with whom it has a relationship.

Any time data is collected for this purpose, we will provide:

- A clear and specific explanation of what the data will be used for (e.g. 'Tick this box if you would like Southampton Grad Band to send you email updates with details about our forthcoming events, fundraising activities and opportunities to get involved').
- A method for users to show their positive and active consent to receive any communications (e.g. a 'tick box').

Data collected will only ever be used in the way described and consented to (e.g. we will not use email data in order to market 3rd-party products unless this has been explicitly consented to).

Every communication will contain a method through which a recipient can withdraw their consent (e.g. an 'unsubscribe' link in an email). Opt-out requests such as this will be processed within 30 days.

## **6. DATA BREACHES**

### **6.1 Forms of data breach**

Southampton Grad Band takes any breach of data seriously. A data breach could be the deliberate or accidental:

- Loss of data – e.g. not knowing where physical or digital data is stored or how to access it, including devices being lost or stolen.
- Destruction of data – both physical and digital.
- Corruption of data – e.g. changing data without permission or good reason or changing it with permission or good reason but incorrectly, either by Southampton Grad Band, people who have a relationship with Southampton Grad Band or third parties.
- Unauthorised use of data e.g. sending an email that requires consent where consent has not been given.
- Unauthorised access to data – e.g. an (unauthorised) third party gains access to data stored by Southampton Grad Band.
- Unauthorised disclosure of data – e.g. Southampton Grad Band passing data to a third party where we do not have a lawful basis to do so.

Southampton Grad Band acknowledges that a data breach can occur through both action and inaction on the part of the Data Controller or Processor.

## 6.2 Preventing data breaches

Southampton Grad Band has the following safeguards to ensure against possible data breaches:

- Data is stored on secure systems with access controlled by passwords.
- Automatic, and manual, processes ensure passwords are updated on a regular basis, including as soon as an individual's role within, or relationship to, Southampton Grad Band changes.
- Automatic, and manual, processes ensure mass communications are only sent in line with mailing preferences.

## 6.2 Response to data breaches

If anyone associated with Southampton Grad Band thinks a data breach has occurred, then it should be reported to the Data Protection officer immediately.

The Data Protection Officer will work with relevant individuals to investigate the potential breach. The response plan will include the following steps:

- Establish if a breach has occurred.
- Investigate if any measures can be taken to contain or minimise the breach.
- Establish the full extent and nature of that breach – including what the breach was, how many data subjects are affected and who they are.
- Assess the risk of the breach in relation to the guidance on the Information Commissioner's Office (ICO) website
- Establish if the data breach has, or is likely to, pose a significant risk to the data subjects rights and freedoms:
- If the breach does pose a significant risk to the data subjects rights and freedoms the Data Protection Officer will:
  - Ensure all Southampton Grad Band committee members are informed.
  - Report the breach to the ICO. This will be done in-line with their guidelines and as soon as possible, but no later than 72 hours after the breach occurred.
  - Report the breach to any other relevant regulators as appropriate.
  - Report the breach to the people affected, informing them of what has happened, possible and likely impacts it might have on them and what we are doing to manage the breach and reduce risk of future occurrences.
- If the breach does not pose a significant risk to the data subjects rights and freedoms, we will:
  - Document details of the breach and the decision-making process involved in assessing the severity and risk of the breach.
  - Ensure the breach is formally reported to the Southampton Grad Band Committee at the next planned full meeting.

Southampton Grad Band Committee will evaluate what measures need to be taken to minimise the risk of similar breaches occurring in the future.



## **7. COOKIES ON THE SOUTHAMPTON GRAD BAND WEBSITE**

Southampton Grad Band uses cookies on our website [www.southamptongradband.com](http://www.southamptongradband.com) in order to monitor and record their activity. This allows us to improve users' experience of our website by, for example, allowing for a 'logged in' state, and by giving us useful insight into how users as a whole are engaging with the website.

A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g. a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions.

We will implement a pop-up box on [www.southamptongradband.co.uk](http://www.southamptongradband.co.uk) that will activate each new time a user visits the website. This will allow them to click to consent (or not) to continuing with cookies enabled, or to ignore the message and continue browsing (i.e. give their implied consent).

It will also include a link to our Privacy Policy which outlines which specific cookies are used and how cookies can be disabled in the most common browsers.

(End)