

# THE PUNCH BOWL, BURTON IN LONSDALE LTD, ("THE SOCIETY")

## Data Protection Procedures

### 1. Introduction

- a. The Society has a data protection policy which is reviewed regularly. In order to help it uphold the policy, the Society have created the following procedures which outline ways in which it collects, stores, uses, amends, shares, destroys and deletes personal data.
- b. These procedures cover the main, regular ways the Society collects and uses personal data. The Society may from time to time collect and use data in ways not covered here. In such cases, the Society will ensure its Data Protection Policy is upheld.
- c. The Punch Bowl Inn, Burton in Lonsdale Limited adheres to the principles of the Data Protection Act, and will use and process personal data only for the purposes of the Society – i.e. to maintain membership and support, and any profits are for the Society's own purpose and not to enrich others. Personal data will be protected and treated in accordance with requirements of the General Data Protection Regulation (EU) 2016/2.

### 2. General procedures

- a. Data will be stored securely. When it is stored electronically, it will be stored with industry standard encryption. If it is stored on paper it will be filed in a locked filing cabinet.
- b. When the Society no longer needs data, or when someone has asked for their data to be deleted, it will be deleted securely. The Society will ensure that data is permanently deleted from computers and that paper data is shredded and/or burned.
- c. The Society will keep records of consent to collect, use and store data. These records will be stored securely.

### 3. Mailing list

- a. The Society may maintain a mailing list which will include the names and contact details of people who have indicated they want to receive information from the Society.
- b. When people sign up to the list the Society will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time.
- c. The Society will not use the mailing list in any way that the individuals on it have not explicitly consented to and will not provide the list to third-parties other than as described in these procedures.
- d. The Society will provide information about how to be removed from the list with every mailing.

### 4. Contacting volunteers

- a. Local people volunteer for the Society in a number of ways.

- b. The Society will maintain a list of contact details of our recent volunteers. The Society will share volunteering opportunities and requests for help with the people on this list.
- c. People will be removed from the list if they have not volunteered for the group for 12 months.
- d. When contacting people on this list, the Society will provide information that their details can be deleted or amended at any time.
- e. To allow volunteers to work together to organise for the Society, it is sometimes necessary to share volunteer contact details with other volunteers but this will only be done where consent has been given by each volunteer.

#### **5. Emails**

- a. The Management Committee will operate both general and function specific email accounts with appropriate levels of access and security.
- b. Management committee members will not copy in other members unnecessarily.
- c. In communication between staff and the Management Committee the line manager/Chair will be cc to emails to ensure that communications are professional and limit decisions being made that the line manager/Chair is unaware of.

#### **5. Contacting committee members**

- a. The committee needs to be in contact with one another to run the organisation effectively and ensure its legal obligations are met.
- b. Committee contact details will be shared amongst the committee.
- c. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Society business, without explicit consent.

#### **6. Review**

This policy will be reviewed every 2 years.

Signature:  
(Chair)

Date:

Signature :  
(Secretary)

Date: