

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

Data Protection Policy

1. Definitions

- a. **Personal data** is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
- b. **Data protection** is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2. Responsibility

- a. Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
- b. All employees and volunteers are responsible for observing this policy, and relate procedures, in all areas of their work for the Society.

3. Overall policy statement

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. Personal data will be protected and treated in accordance with requirements of the General Data Protection Regulation (EU) 2016/679.

- a. The Society needs to keep personal data about its committee, members, employees, volunteers, supporters and suppliers in order to carry out Society activities.
- b. The Society will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation. Under the 2014 Co-operatives and Community Benefit Societies Act, members have the right to inspect the register of members we maintain, where they can view the details kept on file about them and their investment, and view information about others members' names and addresses (but not how much any other member has invested).
- c. The Society will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
- d. The Society will only collect, store and use data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in the Society's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or to protect someone's life, or
 - to perform public tasks.

- e. The Society will provide individuals with details of the data we have about them when requested by the relevant individual.
- f. The Society will delete data if requested by the relevant individual unless we need to keep it for legal reasons.
- g. The Society will endeavour to keep personal data up-to-date and accurate.
- h. The Society will store personal data securely.
- i. The Society will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- j. The Society will not share personal data with third parties without the explicit consent of the relevant individual unless legally required to do so. .
- k. The Society will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. The Society will evaluate its processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours and to the individual concerned.
- l. To uphold this policy, the Society will maintain a set of data protection procedures for our committee and volunteers to follow.

4. Review

This policy will be reviewed every 2 years.

Signature:
(Chair)

Date:

Signature :
(Secretary)

Date: