

# **East Anglian Traction Engine Society**

**Data Protection Policy**



# Data protection policy

## Context and overview

### Key details

Policy prepared by: Daniel Chidgey  
Approved by committee on: 28<sup>th</sup> September 2017  
Policy became operational on: 28<sup>th</sup> September 2017  
Next review date: July 2018

### Introduction

The Society is committed to a policy of protecting the rights and privacy of individuals.

The East Anglian Traction Engine Society needs to gather and use certain information about individuals to provide a service to its members and fulfil its charitable objectives.

Personal information must be collected and dealt with appropriately in keeping with the Data Protection Act.

The Data Protection Act 1998 (DPA) governs the use of information about personal data. Personal data can be held on computer or in a manual document. These formats include email, minutes of meetings, and photographs.

The East Anglian Traction Engine Society will remain the Data Controller for the information held. The committee and society volunteers will be personally responsible for processing and using personal information in accordance with the Data Protection Act.

A data officer will be appointed annually by the committee to take lead responsibility for informing the committee of relevant legislation and to oversee data protection requirements.

This policy will apply equally to the trading arm of the Society known as the East Anglian Traction Engine Club which is also overseen by the Society's management Committee.

Management committee members and volunteers running the he East Anglian Traction Engine Society who have access to personal information, will be expected to read and comply with this policy.



## Why this policy exists

This data protection policy ensures that the East Anglian Traction Engine Society...

- Complies with the data protection laws and sets good practices around data protection
- Protects the rights of all members
- Is open about how it stores and uses stored personal data
- Protects itself from the risk of a loss of personal data

## Data protection law

The Data Protection Act 1998 describes how any society, club or company including The East Anglian Traction Engine Society must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

## People, risks and responsibilities

### Policy scope

This policy applies to:

- All members of the committee
- Any Society or Club member or volunteer collecting or holding personal information on behalf of the society.



It applies to all data that the Society holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Gift Aid status for tax reclaim purposes
- ...plus any other information relating to individuals

## Data protection risks

This policy helps to protect The East Anglian Traction Engine Society from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Reputational damage.** For instance, the society could suffer if hackers successfully gained access to personal data.

## Responsibilities

Any committee member or officer of The East Anglian Traction Engine Society has some responsibility for ensuring data is collected, stored and handled appropriately.

Each time personal data is used it must be handled and processed in line with this policy and data protection principles.

The East Anglian Traction Engine Society is the Data Controller under the Act, and is legally responsible for complying with Act, which means that it determines what purposes personal information held will be used for.

The Management Committee manages Data control on behalf of the Society.

The Data Protection Officer is the lead person responsible for policy and guiding its implementation.

The committee will consider legal requirements and ensure that they are properly implemented, and will through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information,
- Meet its legal obligations to specify the purposes for which information is used,
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
- Ensure the quality of information used,



- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - The right to be informed that processing is being undertaken
  - The right of access to one's personal information
  - The right to prevent processing in certain circumstances and
  - The right to correct, rectify, block or erase information which is regarded as incorrect information
- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information



## General guidelines

- The only people able to access data covered by this policy should be those who **need it for their role within the society**.
- Everyone processing personal information understands that they are responsible for following good data protection practice
- Everyone processing personal information is appropriately governed.
- Personal Data **should not be shared informally**.
- Anyone with access to the society's personal data should keep all data secure, by taking sensible precautions and following the guidelines below.
- Data should be **regularly reviewed and updated** if it is found to be out of date. If no longer required, it should be deleted and disposed of.



## Data Collection

### Informed consent

Informed consent is when

- A Data Subject clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- and then gives their consent.

The East Anglian Traction Engine Society will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, East Anglian Traction Engine Society will ensure that the Data Subject:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Has received sufficient information on why their data is needed and how it will be used



## Data storage

These rules describe how and where data should be safely stored.

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

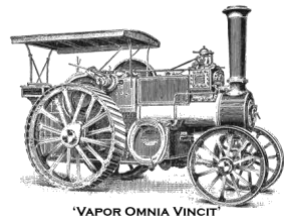
These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept **in a secure location**
- **Data printouts should be shredded** and disposed of securely when no longer required.

When data is **stored electronically**, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data should be **protected by strong passwords** that are changed regularly.
- If data is **stored on removable media** (like a CD, DVD, USB Drive or removable media), these should be kept locked away securely when not being used.
- Data should only be stored on **designated drives and servers**.
- Servers containing personal data should be **sited in a secure location**
- Data should be **backed up frequently**.
- All servers and computers containing data should be protected by **security software and a firewall**.





## Data accuracy

The East Anglian Traction Engine Society will take reasonable steps to ensure data is kept accurate and up to date.

The more important it is that the personal data is accurate, the Society will endeavour that the greatest effort is taken into ensuring its accuracy.

It is the responsibility of all committee members who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in **as few places as necessary**.
- The Membership officer will **take every opportunity to ensure data is updated**.
- Data should be **updated as inaccuracies are discovered**



## Subject access requests

Members of the public may request certain information from the Local Authority under the **Freedom of Information Act 2000**.

The Act does not apply to The East Anglian Traction Engine Society; however if at any time the Society undertakes the delivery of services under contracts with the Local Authority it may be required to assist them to meet the Freedom of Information Act request where information is held on their behalf.

### Disclosure

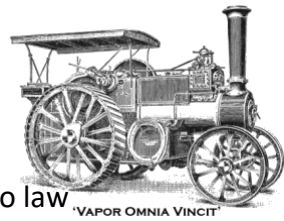
The East Anglian Traction Engine Society may need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Data Subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows The East Anglian Traction Engine Society to disclose data (including sensitive data) without the data subject's consent.

These are:

1. Carrying out a legal duty or as authorised by the Secretary of State
2. Protecting vital interests of a Data Subject or other person, including safeguarding issues
3. The Data Subject has already made the information public
4. Conducting any legal proceedings, obtaining legal advice or defending any legal rights
5. Monitoring for equal opportunities purposes – e.g. age, gender, race, disability or religion
6. Providing a confidential service where the Data Subject's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.

## Disclosing data for other reasons



In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, The East Anglian Traction Engine Society will disclose requested data.

However, the data controller i.e. the Society will ensure the request is legitimate, referring the decision to the management committee and its Data Protection Officer and seeking legal advice where necessary.

## **Destroying Personal Data**

Personal Data should only be kept for as long as it is needed (for the time that a person is a member of the society). Once data is no longer needed it should be securely destroyed.

## **Further Information**

If any person has specific questions about information security and data protection in relation to the East Anglian Traction Engine Society please contact the Membership Officer who will respond and, if necessary, seek assistance of relevant others.

The Information Commissioner's website ([www.ico.gov.uk](http://www.ico.gov.uk)) is another source of useful information.