

YORK AREA GROUP of NORTH YORK MOORS RAILWAY (YAG)
Registered Charity No. 1073653

Data Protection Policy, including Key Procedures: Reissued 18/08/21

<p>Aims of this Policy</p>	<p>YAG needs to keep certain information on its trustees, members, volunteers, and donors to carry out its day to day operations, to meet its objectives and to comply with legal obligations.</p> <p>YAG is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulation (GDPR). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>The aim of this policy is to ensure that trustees handling personal data are fully aware of the requirements and act in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.</p>
<p>Definitions</p>	<p>In line with the GDPR, YAG will ensure that personal data will:</p> <ul style="list-style-type: none"> • Be obtained fairly and lawfully and shall not be processed unless certain conditions are met • Be obtained for a specific and lawful purpose • Be adequate, relevant but not excessive • Be accurate and kept up to date • Not be held longer than necessary • Be processed in accordance with the rights of data subjects • Be subject to appropriate security measures • Not to be transferred outside the European Economic Area (EEA) <p>The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes paper based personal data as well as that kept on computer.</p>
<p>Type of information processed</p>	<p>YAG processes the following personal information: names, postal & email addresses, telephone numbers, records of subscriptions and donations, details of suppliers and purchasers of goods and services.</p> <p>Personal information is kept in the following forms: paper based lists & forms and computer spreadsheet files.</p>
<p>Responsibilities</p>	<p>Under the Data Protection Guardianship Code, overall responsibility for personal data in a not for profit organisation rests with the governing body. In the case of YAG, this is the Committee.</p> <p>The Committee is responsible for:</p> <ul style="list-style-type: none"> • Understanding and communicating obligations under the GDPR • Identifying potential problem areas or risks • Producing clear and effective procedures <p>All trustees who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.</p>

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Policy Implementation	<p>To meet our responsibilities, trustees will:</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way; • Explain why it is needed at the start; • Obtain the person's specific consent to the holding of their data; • Ensure that only the minimum amount of information needed is collected and used; • Ensure the information used is up to date and accurate; • Review the length of time information is held; • Ensure it is kept safely; • Ensure the rights people have in relation to their personal data can be exercised <p>We will ensure that:</p> <ul style="list-style-type: none"> • Trustees handling personal information are trained to do so. • Any disclosure of personal data will be in line with our procedures. • Queries about handling personal information will be dealt with swiftly and politely.
Training	<p>Training and awareness raising about the GDPR and how it is followed in this organisation will take the following forms: On induction: This policy. General training / awareness raising: Reminders to trustees and notification of updated requirements as applicable.</p>
Gathering and checking information	<p>Before personal information is collected, we will consider:</p> <ul style="list-style-type: none"> • What details are necessary for our purposes; • How long we are likely to need this information. <p>We will inform people whose information is gathered about the following:</p> <ul style="list-style-type: none"> • What the information will be used for ; • Who will have access to their information, including third parties (in most cases this will be simply stated on the form that they complete). <p>We will take the following measures to ensure that personal information kept is accurate:</p> <ul style="list-style-type: none"> • Send reminders to people asking them to check their details (as per good practice). <p>Personal sensitive information will not be used apart from the exact purpose for which permission was given.</p>
Data Security	<p>The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure.</p>

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Subject Access Requests	<p>Anyone whose personal information we process has the right to know:</p> <ul style="list-style-type: none">• What information we hold and process on them;• How to gain access to this information;• How to keep it up to date;• What we are doing to comply with the GDPR. <p>They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.</p> <p>Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to the Group's Secretary.</p> <p>The following information will be required before access is granted:</p> <ul style="list-style-type: none">• Full name and contact details of the person making the request;• Their relationship with the organisation (former/ current member of staff, trustee or other volunteer, service user;• Any other relevant information- e.g. timescales involved. <p>We may also require proof of identity before access is granted. The following forms of ID will be required:</p> <ul style="list-style-type: none">• Copy of passport or birth certificate. <p>Queries about handling personal information will be dealt with swiftly and politely.</p> <p>We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within one month as required by the GDPR from receiving the written request.</p>
Review	This policy will be reviewed at intervals of 3 years or sooner to ensure it remains up to date and compliant with the law.
Declaration	<p>I confirm I have read and understood YAG's Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my capacity as a Trustee / Committee member.</p> <p>Signature:</p> <p>Print name:</p> <p>Date:</p> <p>Please return this form to the Group Secretary.</p>