



All Saints (Elton) Amateur Operatic Society

Address: All Saints House, Orrell St, Bury, BL8 1PB

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Website: www.allsaintselton.co.uk

Phone: 07932 733990 / 07971 291679

All Saints (Elton) Amateur Operatic Society Data Protection Policy

Purpose

The organisation is committed to being transparent about how it collects and uses the personal data of its members, and to meeting its data protection obligations. This policy sets out the organisation's commitment to data protection, and individual rights and obligations in relation to personal data. This policy applies to the personal data of the organisations members and social and non-members. The organisation has appointed Carol Parry, Chairman as the person with responsibility for data protection compliance within the organisation. She can be contacted at chair@allsaintselton.co.uk. Questions about this policy, or requests for further information, should be directed to the Chair.

Data protection principles

The organisation processes personal data in accordance with the following data protection principles:

- The organisation processes personal data lawfully, fairly and in a transparent manner.
- The organisation collects personal data only for specified, explicit and legitimate purposes.
- The organisation processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- The organisation keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- The organisation keeps personal data only for the period necessary for processing.
- The organisation adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

The organisation tells individuals the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy notices. It will not process personal data of individuals for other reasons. The organisation will update member personal data promptly if an individual advises that his/her information has changed or is inaccurate. Personal data gathered during the member relationship is held in the member spreadsheet and on expression of interest forms (in hard copy or electronic format, or both), and held in a secure onedrive folder. The periods for which the organisation holds member-related personal data are contained in its privacy notices to members. The organisation keeps a record of its processing activities in respect of member-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).



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Data security

The organisation takes the security of member-related personal data seriously. The organisation has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by society officials in the proper performance of their duties. All data is kept on a password protected spreadsheet and in a secure encrypted onedrive account. Where the organisation engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Data breaches

If the organisation discovers that there has been a breach of member-related personal data that poses a risk to the rights and freedoms of individuals, it will report it to the Information Commissioner within 72 hours of discovery. The organisation will record all data breaches regardless of their effect. If the breach is likely to result in a high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

Individual responsibilities

Individuals are responsible for helping the organisation keep their personal data up to date. Individuals should let the organisation know if data provided to the organisation changes, for example if an individual moves to a new house or changes any other information we hold. Individuals may have access to the personal data of other individuals during their membership. Where this is the case, the organisation relies on individuals to help meet its data protection obligations to members.

Individuals who have access to personal data are required:

- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the organisation) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not to store personal data on local drives or on personal devices that are used for work purposes.

Ratified by All Saints (Elton) Amateur Operatic Society Committee 16th August 2021