



SOUTH BEDFORDSHIRE FRIENDS OF THE EARTH DATA PROTECTION POLICY

Introduction

South Bedfordshire Friends of the Earth needs to collect and use certain types of information about the members and volunteers who come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately– whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 1998.

South Bedfordshire Friends of the Earth regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

South Bedfordshire Friends of the Earth intends to ensure that personal information is treated lawfully and correctly.

To this end, South Bedfordshire Friends of the Earth will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

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.

South Bedfordshire Friends of the Earth 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.

Those applying to be Members will complete a membership form which asks them for their address and email and phone number which will be stored by authorized members of the South Bedfordshire Friends of the Earth; the Treasurer and the Coordinator and Membership Secretary. The form explains that their details will be used to contact them in regards to campaigns, events, information relating to Friends of the Earth Campaigns. There is also a request on the form as to whether they are happy that for their email/ phone number to be shared with other members of South Beds FoE or national FoE when they have a shared interest and on rare occasions at the discretion of the Coordinator, Treasurer or Membership Secretary that their email/phone number will be shared with someone campaigning on a similar issue. Those volunteering with South Bedfordshire Friends of the Earth will let the person in charge of health and safety know where they have stored the contact details of next of kin / person to contact in case of an accident.

Those who leave their email/ phone number with South Bedfordshire Friends of the earth will be advised that this information will be used to alert them to similar volunteering opportunities.

When collecting data, South Bedfordshire Friends of the Earth will ensure that the Member or Volunteer

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the member or volunteer 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

Information and records relating to members and volunteers will be stored securely and will only be accessible to authorized members and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is South Bedfordshire Friends of the Earth responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organization, which has been passed on/sold to a third party.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the South Bedfordshire Friends of the Earth Data Protection Officer:

Victoria Harvey; Coordinator South Bedfordshire Friends of the Earth

Signed:

Position:

Date:

Review Date