

# Village Voices' Protection Policy May 2018

## 1. Introduction

This policy applies to the work of Emsworth Village Voices Choir. The policy sets out the requirements that Village Voices has to gather personal information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation 2018. The policy is reviewed on an ongoing basis by the Village Voices' committee members to ensure that Village Voices is compliant. This policy should be read in tandem with the Village Voices' Privacy Policy.

## 2. Why the Policy Exists

This data protection policy ensures that Village Voices:

- Complies with data protection law and follows good practice.
- Protects the rights of members.
- Is open about how it stores and processes members data.
- Protects itself from the risks of a data breach.

## 3. General Guidelines for Committee Members

The only people able to access data covered by this policy are those who need to communicate with or provide a service to the members of Village Voices.

Data should not be shared informally or outside of Village Voices.

Committee Members will keep all data secure by taking sensible precautions and following the guidelines below:

- Strong passwords must be used and they should never be shared.
- Personal data should not be shared outside of Village Voices unless with prior consent and/or for specific and agreed reasons.

## 4. Data Protection Principles

The General Data Protection Regulation identifies data protection principles.

- a. Personal data shall be processed fairly, lawfully and in a transparent manner in relation to individuals.
- b. Personal data shall be obtained for one or more specific purposes and shall not be further processed in any manner incompatible with those purposes.

- c. Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- d. Every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.
- e. Personal data which is kept in a form which permits identification of individuals shall not be kept for longer than is necessary.
- f. Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- g. Personal data must be processed in accordance with the individual's rights.

## **5. Data Breach Notification**

Were a data breach to occur, action shall be taken to minimise the harm by ensuring all committee members are aware that a breach had taken place and how the breach had occurred. The committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches.