



Essex Badger Protection Group **Data Protection Policy & Procedure**

Definitions

"EBPG" means Essex Badger Protection Group.

"Group" means Essex Badger Protection Group

"GDPR" means the General Data Protection Regulation.

Data Protection Policy

Introduction

Personal data is information about a person identifiable as being about them. It can be stored electronically or on paper, including images, audio recordings, and written. Data protection is about how we, as a group, ensure we protect the rights and privacy of individuals and comply with the law when collecting, storing, using, amending, sharing, destroying, or deleting personal data.

Responsibility

The overall and final responsibility for data protection lies with the committee, which oversees activities and ensures this policy is upheld. All volunteers are responsible for observing this policy and related procedures in all areas of their role in the group.

Policy Statement

EBPG must keep personal data about its committee, members, volunteers, supporters, and organisations or companies it deals with to carry out group activities.

1. We will collect, store, use, amend, share, destroy or delete personal data only in ways that protect people's privacy and comply with the UK GDPR and other relevant legislation.
2. We will only collect, store and use the minimum amount of data we need for explicit purposes and will not collect, store or use data we do not need.
3. Data will not be kept longer than the purpose for which it was collected.
4. We will only collect, store and use data for:

- purposes for which the individual has given explicit consent; or
 - purposes that are in our group's legitimate interests; or
 - contracts with the individual whose data it is; or
 - to comply with legal obligations; or
 - to protect someone's life; or
 - to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
 6. We will delete data if the relevant individual requests us to, unless we need to keep it for legal reasons.
 7. We will endeavour to keep personal data up-to-date and accurate.
 8. We will store personal data securely.
 9. We will keep clear records of the purposes of collecting and holding specific data to ensure it is only used for these purposes.
 10. We will not share personal data with third parties without the relevant individual's explicit consent unless legally required.
 11. We will endeavour not to have data breaches. In the event of a data breach, we will attempt to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to prevent it from happening again. Serious data breaches which may risk someone's rights or freedoms will be reported to the Information Commissioner's Office within 72 hours and to the individual concerned.
 12. We will maintain data protection procedures for our committee and volunteers to uphold this policy.

Data Protection Procedure

Introduction

To help EBPB uphold the Data Protection Policy, we have created the following procedures, which outline how we collect, store, use, amend, share, destroy, and delete personal data.

These procedures cover the principal, regular ways we collect and use personal data. We may collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

General Procedures

1. Data will be stored securely. When stored electronically, it will be kept on a password-protected computer and/or a password-protected file. When stored online on a third-party website (e.g. Google Drive), we will ensure the third party complies with the UK GDPR. If stored on paper, it will be filed carefully in a locked filing cabinet, although the EBPB endeavours to be as paper-free as possible.

2. When we no longer need data or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers and that paper data is shredded.
3. We will keep records of consent to collect, use, and store data. These records will be stored securely.

Mailing List

1. We will maintain a mailing list, including the names and contact details of people who wish to receive our communications, such as members. Data will not be kept longer than the purpose for which it was collected.
2. When people become members or sign up to the list, we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give consent to receive messages.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to and will provide information about how to be removed from the list.

Supporting Individuals

1. From time to time, individuals contact the EBPg to ask us for advice on a variety of badger-related issues.
2. We will request explicit, written consent before sharing personal details with any other relevant third party.

Contacting Volunteers

People volunteer for EBPg in many ways.

1. We will maintain a list of contact details of our recent members. We will share volunteering opportunities and requests for help with the people on this list.
2. If the volunteer on the list is not a registered member, they will be removed from the list.
3. Sharing volunteer contact details with other volunteers is sometimes necessary to allow volunteers to work together for the Group. We will only do this with explicit consent.

Contacting Committee Members

1. The committee must contact one another to run the organisation effectively and meet its legal obligations.
2. Committee contact details will be shared among the committee.
3. Committee members will not share each other's contact details with anyone outside the committee or use them for anything other than Group business without explicit consent.

---END---