

Moseley & Kings Heath Shed

(Charity No 1161505)

General Data Protection Regulation Policy

As you will probably be aware all organisations within the UK, including our Shed, that have access to an individual's *Personal Information* are required to comply with the new data protection legislation, *General Data Protection (GDPR)* which is effective from 25th May 2018.

We must ensure that we have a lawful basis and in certain instances your consent when using and storing your *Personal Information*

Moseley and Kings Heath Shed will of course comply with GDPR and the following information is provided for your guidance.

Legitimate Interest In administering the shed membership it is deemed that we have a clear and *identifiable Legitimate Interest* in storing members *Personal Information* and with their consent for communicating with them as defined in this document.

Personal Information – Moseley and Kings Heath Shed will digitally store the following *Personal Information* within a Membership List. Name, Address, Contact Telephone Number or Numbers preferably including a Mobile Phone Number and email Address. This list will be current and accurate for the 'Shed' year in progress and therefore demands that you advise the Shed of any changes that take place. The preferred method of communicating any such changes will be by filling the Contact Us form on the Moseley and Kings Heath Shed website.

Shed Membership Category

Active Member – will have paid the annual subscription for the current 'Shed' year and attended the sessions at least 3 times during the year. *Personal Information* will be recorded in the Membership List, this *Membership Category* being the predominant element of the list. With Individual *Member* consent the Shed will maintain contact and communication as described in this document.

Social Member – this applies to 'Shedders' who are no longer Active Members but wish to attend Club events from time to time and agree to have their personal information included in the Membership List and consent to being contacted by the Club.

Personal Information Deletion – Under GDPR *Personal Information* must not be kept longer than necessary, therefore an individual's *Personal Information* will be securely deleted should any member cease to meet a membership category as defined above. Any obsolete

or non-current Membership Lists held by members should be securely deleted or destroyed forthwith.

Moseley and Kings Heath Shed takes your privacy very seriously and will only use the *Personal Information* provided by you to administer shed membership. With your consent, from time to time, we will use this information to contact you with details of relevant Shed events, Shed activities and related information of interest or specific advice such as session cancellation.

If you do not wish to be contacted by the club or have a preferred method of contact (bearing in mind speed of access may be important) please advise the Shed accordingly by filling in the contact form on the Moseley and Kings Heath website.

Contact will normally be by email (if available) however for urgent contact e.g. to notify members about session cancellation we would prefer to text a mobile phone as all members may not choose to access email on a daily basis or if not available contact by landline telephone.

The Membership List will be made available to Trustees of the Shed and Supervisors and in holding this list, they will accept responsibility for safeguarding its security and for adhering to current Data Protection Regulation.

Any copy of the Membership List that is released to a Trustee/Supervisor will be recorded on the Master List.

Membership Card A Membership Card will be issued to all Active Members and Social Members on request. In addition to providing session information, it gives details of how to contact Moseley and Kings Heath Shed.

As current members have previously provided *Personal Information* or a *Privacy Notice* will be included in the Membership List. Members will be required to verify details held, add further information as appropriate and agree acceptance of how the Shed will process their data and maintain contact as described previously in this document.

Moseley and Kings Heath Shed Data Protection Policy

Approved 12th November 2018