



# FLEGG COMMUNITY LAND TRUST

## DATA PROTECTION POLICY

The Flegg Community Land Trust (FCLT) holds data about our members and other individuals for a variety of business purposes in pursuance of our objects. This policy sets out how we seek to protect personal data and ensure that our members and officers understand the rules governing our use of personal data.

Any enquiries should be sent using the address in the footer of this statement.

### Business Purposes

#### Members

In addition to data retained for the purposes of membership administration, we will collect and use the following personal data:

- \* Name
- \* Address
- \* Email address
- \* Telephone number

We will collect this personal data by the following means:

- \* Membership application forms.

We will use this personal data for the following purposes:

- \* Governing the CLT, for example inviting you to Annual General Meetings.
- \* Informing you of opportunities to engage with our work, for example feeding into the design for a housing development.
- \* Investigating complaints.
- \* Improving our service to members.

We will not share this data with any other organisation without your explicit consent. We will share aggregate information on our membership without any identifying individual data, based on this data, with interested parties. We will retain this data so long as you are a member of the FCLT.

## Supporters

We collect the following personal data for other individuals who may support or be interested in our work, for our newsletter:

- \* Email address

We will collect this personal data by the following means:

- \* Website form.
- \* Sign-up sheets at meetings and on street stalls.

We will use this personal data for the following purposes:

- \* Email updates on the CLT and our work.

We will not share this data with any other organisation.

We will retain this data so long as you subscribe to our newsletter.

### Housing or Other Needs Surveys/Expression of Interest Forms & Survey

Where we undertake such as housing or other needs surveys we may collect general data and where this refers specifically to housing needs we may need to have detailed personal data on households, including data on each individual in the household and your financial circumstances. The information provided will be used by the CLT to provide information for a Housing Needs Survey Report, and no data will be shared or published which can identify any individual. More detail on the information to be collected, the purposes, how we will use the data, and with whom it will be shared, will be set out on the survey.

## Procedures

### Fair and Lawful Processing

We will process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

### Accuracy

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained, and that it is not held for longer than is necessary for the business purposes set out above. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the FCLT.

## The Data Protection Responsibilities

- \* Keeping updated about data protection responsibilities, risks and issues
- \* Reviewing all data protection procedures and policies on a regular basis.

- \* Ensuring data protection statements are attached to all forms used to collect personal data, and to all marketing materials.
- \* Addressing any data protection queries from members, supporters and other stakeholders.
- \* Ensuring all systems, services, software and equipment meet acceptable security standards.
- \* Arranging data protection training and advice for all officers and staff.
- \* Checking and approving with third parties that handle the company's data any contracts or agreement regarding data processing.

The Responsibilities of officers, staff and volunteers (data processors)

- \* Only to process personal data for the purposes set out in this policy.
- \* To store electronic data in secure systems, and paper records in a secure place.
- \* To generally avoid storing personal data on mobile devices such as laptops, phones and memory sticks, and where it is necessary to then use password protection.
- \* To report any concerns or breaches to the FCLT immediately, and to take remedial steps if necessary.

### **Subject Access Requests**

A data subject may, subject to certain exceptions, to request access to information held about them. Please contact the FCLT if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

### **Data Portability**

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free. Please contact the FCLT with any such requests.

### **Right to be forgotten**

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies. Please contact the FCLT with any such requests.

### **Data Transfers**

No data will be transferred beyond organisations directly connected with the PVCLT without the explicit consent of the data subject.

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