

Data Protection Policy August 2021

Privacy Notice

The North Midlands LGBT Older People's Group takes the protection of its members' data seriously.

We only hold digital records of an individual's preferred name and email address. Any other personal information is stored in paper format in a locked filing cabinet at the group's registered address.

For greater security we communicate with people on our mailing list via MailChimp and occasionally seek feedback via Survey Monkey. Both of these means of communication are compliant with current data protection regulation.

Photos of individuals are used in our Newsletter and on our Website with a person's consent; however, we respect the right of people to change their minds and remove images when requested to do so.

We do not gather any personal information via our website.

Data Protection Principles

Information can be stored and transmitted in many different ways, for example:

- Paper documents, filing systems, card indexes
- Electronic storage in databases, spreadsheets, Words files and other electronic documents
- Computers, Servers, Networks
- Emails, Social Media, Websites
- Spoken, remembered, told to others
- USB, Hard Disks, CDs/DVDs
- Cloud (Dropbox, One Drive etc.)

The Data Protection Act 2018 and General Data Protection Regulation 2016 (GDPR) control how personal information is used by organisations, businesses or the government. ... Everyone within the group responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly, lawfully and transparently.

They must make sure personal information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date

- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Individual's Rights

Under the Data Protection Act 2018, individuals have the right to find out what information the group stores about them. These include the right to:

- be informed about how their data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of their data
- data portability (allowing the individual to get and reuse their data for different services)
- object to how their data is processed in certain circumstances

An individual also has rights when an organisation is using their personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

If you have questions or concerns about the data we hold please contact the Chair or Vice Chair.

----- End of policy -----

Version History

18/06/2018	Privacy Notice created by Maurice Greenham
15/04/2019	Upgraded to Policy by Maurice Greenham
17/08/2021	Reviewed, amended and approved by OLGBT Board