

Marnhull Men's Shed

Data Protection Policy



1. About this policy

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website marnhullmensshed.org.uk or the "Shed" notice board regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).
- 1.5 Marnhull Men's Shed is exempt from registering with ICO because it is a non-profit making organisation.

2. Who are we?

- 2.1 We are Marnhull Men's Shed.
- 2.2 For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.
- 2.3 As a small voluntary organisation we are not required to have a Data Protection Officer however if you wish to discuss something related to data protection or need further information please contact the Membership Secretary.
- 2.4 For a full list of contact details please visit marnhullmensshed.org.uk or the "Shed" notice board.

3. What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es) and age	Managing the Member's membership of the Shed.	Performing the Shed's contract with the Member. For the purposes of our legitimate interests in operating the Shed.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.

Type of Information	Purposes	Legal basis of processing
Photos and videos of members and their activities within the Shed	Putting on the Shed's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's Skills, Hobbies & Training Sessions	Managing the Member's membership of the Shed.	Performing the Shed's contract with the Member.
Bank account details of the member or other person making payment to the Shed	Managing the Member's membership of the Shed, the provision of services and events.	Performing the Shed's contract with the Member.
Record of Membership, weekly and visit fees paid.	Managing the Member's membership of the Shed.	Performing the Shed's contract with the Member.
Record of member's attendance and visits joined	Managing the Member's membership of the Shed.	Performing the Shed's contract with the Member and for Health and Safety.
List of personally owned tools	Managing the Member's membership of the Shed.	Performing the Shed's contract with the Member and for Health and Safety.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience	Managing instruction at the Shed.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.

4. How we protect your personal data

- 4.1 We have implemented generally accepted standards of technology and appropriate operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the "Shed" and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Membership Secretary.