

# Maidenhead Neighbourhood Forum (MNF) Data Protection Policy and Procedures 1 Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and may include images and audio recordings as well as written information. 2. Data protection is about how we (MNF), as an organisation, ensure we protect the rights and privacy of individuals and comply with the law, when collecting, storing, using, amending, sharing, deleting or otherwise destroying personal data.

## 2 Responsibility

1. Final responsibility for data protection lies with MNF's Chairperson/s and the Management Committee, who are together responsible for overseeing activities and ensuring this policy and procedures are upheld.
2. Members and volunteers must observe this policy and its procedures in all areas of their work for MNF.
3. All persons with access to personal data held by MNF must delete such data upon leaving their position and confirm when this has been done.

## 3 Overall policy statement

1. MNF needs to obtain and hold personal data about its committee, members, volunteers and supporters in order to carry out the group's activities. MNF will maintain a Members list with the names and contact details of people who wish to receive information.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulations (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of personal data:
  - ◆ for purposes for which the individual has given explicit consent; or
  - + for purposes that are in MNF's legitimate interests, as defined by the GDPR regulations; or
  - ◆ in accordance with an explicit written contract with the individual whose data it is; or
  - ◆ to comply with legal obligations; or + to protect someone's life; or ◆ in the exercise of a public duty or task authorised by law.

MNF will not collect, store or use personal data we do not need.

4. We will provide individuals with details of the data we hold about them when requested by the relevant individual.
5. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
6. We will endeavour to keep personal data up-to-date and accurate.
7. We will store personal data securely. When stored electronically, it will be kept in password protected files. Paper records will be carefully stored in a secure location. Members may ask for their information to be removed or amended at any time and this will be actioned as a priority.
8. We will record the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
9. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
10. We will endeavour not to have data breaches. In the event of a data breach, we will seek to rectify the breach by recovering any lost or shared data and evaluate our processes to understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours of MNF becoming aware of the breach, and also to the individual concerned.
11. We will maintain and update this data protection policy and its procedures as needed for our committee, members and volunteers to follow.

## 4 Review

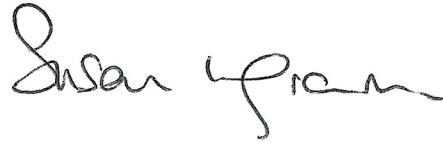
1. This policy and related procedures will be reviewed every two years

Last Update 31 OCTOBER 2024

Signature (MNF Chairperson/s) la M Rose



Signature (Secretary)



31/10/2024