

Maidenhead Neighbourhood Forum

Data Protection Policy

Definitions

The Forum means Maidenhead Neighbourhood Forum (MNF) – an unincorporated body seeking designation from the Royal Borough of Windsor and Maidenhead as the designated body to produce the Maidenhead Neighbourhood Plan. Our website address is: <https://mnf.org.uk>

GDPR means the General Data Protection Regulation.

Register of Systems means a register of all systems or contexts in which personal data is processed by the Forum.

ICO means the Information Commissioner's Office.

1. Data protection principles

The Forum is committed to processing data in accordance with its responsibilities under the GDPR. Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. General provisions

- a. This policy applies to all personal data processed by the Forum.
- b. This policy shall be reviewed at least annually.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Forum shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the Forum shall be dealt with in a timely manner. Please contact the Secretary at the following email address: secretary@mnf.org.uk

4. Lawful purposes

All data processed by the Forum must be done on one of the following lawful bases:

- a. consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Forum's systems.

5. Data minimisation

- a. The Forum shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. Prospective members of the Forum and followers are asked to complete an online or hard-copy Sign-up Form which asks for: Full Name, Full Postal Address, Preferred telephone Number and Email address and includes a question as to whether the individual would like to be a Full Member or simply to be kept in touch with the work of MNF.
- c. All individuals who wish to sign up will be asked to declare that they have received and read this Data Protection Policy.
- d. MNF uses Mailchimp to manage on-line sign up, subscription and un-subscription.

6. Accuracy

- a. The Forum shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Forum shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.
- c. Individuals leaving or ceasing to follow the work of the Forum, can manage their mail preferences via the website and by unsubscribing their membership will be removed from the Mailchimp database.

8. Security

- a. The Forum shall ensure that personal data is stored securely using modern software that is kept-up to date
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information including the use of strong passwords.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. The MNF website makes use of essential Cookies. Neither MNF nor the hosts of this website records usage or undertake any analysis of website usage involving personal data.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Forum shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.