



Heckington Windmill Trust General Data Protection Regulation (GDPR) Policy

This Policy has been formed in accordance with the EU's General Data Protection Regulation (GDPR) 25 May 2018.

POLICY STATEMENT

Heckington Windmill Trust (HWT) takes its responsibility for the collecting and storage of personal data very seriously. We will only collect personal data which is adequate, relevant and not excessive in relation to the purpose for which it is used. We will only use data for a legitimate purpose and will not share information with any other body. We will not keep data longer than is necessary. Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

HOW WE COLLECT AND USE PERSONAL DATA

HWT collects personal data for use in the following ways:

- Membership forms to send out newsletters, either electronically or by post, to inform members that their membership is due for renewal, or to inform members about windmill related events.
- Volunteer and Employee Records (collected under the legitimate interests rule); contact details for volunteer/employee management, emergency contact details including next of kin details in the event of any medical emergency or accident, and information regarding any medical conditions that Managers and Team Leaders should be aware of for Health and Safety reasons.
Data to meet statutory requirements including records of pay rates, payroll, sickness, accidents, working times. In accordance with good practice records regarding training and appraisals
- Collection Donation/Loan Forms, in line with SPECTRUM; the UK collection management standard for Museums
- Data regarding specific consent for direct marketing, fundraising appeals and donations
- Statutory information required for Gift Aid

DATA RETENTION

- Membership details are retained as long as the membership lasts. In the event of non-renewal by a member, the data will be destroyed one year from the missed renewal date. On report of a death all data will be destroyed.
- Volunteer and Employee Records are kept for 6 years following their departure from the Trust, at which point they will be destroyed.
- Collections Data is retained in line with SPECTRUM, UK collection management standard, of which personal data is processed in accordance with GDPR
- Data regarding specific consent for direct marketing, fundraising appeals and donations is only retained as long as it is useful to the organisation, or if consent is withdrawn.
- Data associated with Gift Aid, funding, and donations is kept for 6 years after the relevant accounting period.

RISK MANAGEMENT

HWT will mitigate security risks by:

- Appointing a volunteer Data Controller who will ensure that personal data, in both paper and digital formats, will be stored securely.
- Restricting access to only those who need it.
- Ensuring access to digital files holding personal data is password and virus protected
- Having lockable storage for hard copy data
- Aiming to keep records accurate, up to date, and kept no longer than is necessary
- Systematically shredding forms that are no longer required
- Reviewing security periodically

In addition HWT will:

- Backup electronic data systems regularly
- Record date consent was given
- Provide a prominent and easy step for opting out of future mail.
- Make our privacy policy available to our supporters
- Include a consent statement on forms containing personal information (see below)
- Seek consent before publishing images of visitors, members, volunteers and employees

INDIVIDUAL RIGHTS AND ACCESS TO DATA

- Members/Volunteers and Employees have the right to access the information relevant to them which is held by the Trust on application to the Data Controller.
- Members have the right to cancel their membership, or opt out of direct mailings at any time, by application to the Data Controller; at which point they will cease to receive correspondence and their data will be destroyed.

CONSENT STATEMENT (for use on relevant forms)

We would love to keep in touch with you about our news, activities and fundraising. You can opt out at any time. If you agree to being contacted, please tick the following boxes:

- Post*
- Email*
- Phone*
- SMS*

Full details of how we look after our supporters' data are available in our privacy policy

Date:

Signed: