

Data Protection Policy

Ullapool Community Trust

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Completed by:	G Wilson
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Data Protection Policy

Ullapool Community Trust

Ullapool Community Trust seeks at all times to adhere to the requirements of the General Data Protection Regulations of the EU (GDPR). This policy sets out the data we hold and manage and the measures we have in place to ensure we do this in accordance with the GDPR.

1. Data we hold

We have identified the following data held by Ullapool Community Trust that are subject to the requirements of the Act:

- Personal details for members of the Trust
- Personal details for directors
- Personal details for members of staff
- Personal details for lead members of local community groups and organisations whom we work/liaise with
- Personal details for members of the public who make contact with the Trust for a variety of reasons.

2. Purposes for which we hold these data

Data held	Purpose for which data are held
Personal details for members of the Trust	To contact members with updates on our work, invitations to events and publicity regarding our activities .
Personal details for directors	So they can be contacted by staff; to meet requirements of Companies House; to organize meetings and to enable discussion on virtual discussion and information sharing systems eg Basecamp
Personal details for members of staff	So they can be contacted by directors when not working, if necessary; also for the purposes of administering payroll.

Personal details for lead members of local community groups and organizations	To contact for the purposes of partnership working, to publicise Trust events and activities
Personal details for members of the public who make contact with the Trust for a variety of reasons	To contact in response to enquiries, to arrange meetings and visits, to provide information and advice

3. How we obtain, manage and dispose of personal data

Every time we ask a member, director, member of staff or contact in a local community organization for personal data, we will explain to them, either verbally or in writing, the purposes for which their data will be used. We will confirm to them that it will be stored securely and will be destroyed when we no longer have a need to use it, or if they ask us to destroy it unless we need to keep it for any regulatory reason. Our Privacy Policy is available on our web site and can be provided as a paper document upon request.

Personal data will be entered into an electronic database in a password-protected computer kept securely at all times.

We will ask members, directors, staff and partners only for the data we need for the purposes set out at 2. above.

In the case of members, who will have completed hard copy forms to join the Trust, these forms will be stored in a locked filing cabinet for the duration of the each member's membership of the Trust. When their membership lapses the hard copy form will be shredded and their name deleted from the electronic database.

For directors, members of staff and lead contacts for local organisations, personal data may have been obtained through a variety of means, not necessarily in written form. Some data may already be in the public domain. Nevertheless, in all these cases data will be stored electronically on a password-protected computer kept securely; hard copy data will be kept in a locked filing cabinet.

4. Keeping personal data up-to-date

We ask members to update us when their details change. Due to resource constraints we rely on members proactively to contact us with any changes of

details.

5. Sharing of personal data

Personal data provided to us by members, directors, staff and partners will not, at any time or for any reason, be shared with any third party whatsoever unless we are obliged to under regulation or rule of law.

6. If you have any questions about this policy, please contact:

Ben Williams or Gill Wilson

info@ullapoolcommunity.org Tel 01854 613879 or by post to

New Broom Hub, 28 Argyle Street, Ullapool, IV26 2UB.