



Data protection procedures

1) Introduction

1. Ripon Together CIC has a Data Protection Policy which is reviewed regularly. The following procedures outline how we comply with that policy when we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Mailchimp, Dropbox) we will ensure the third party complies with the relevant data protection legislation. When it is stored on paper it will be filed carefully in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3) Membership list

1. We will maintain a membership list. This will include the names and contact details of all members of Ripon Together Community Interest Company.
2. When people sign as members we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. They will be pointed to the Data Protection Policy and Privacy Notice posted on our website.

We will ask them to give consent to receive information, and will only send them messages which they have expressly consented to receive.

3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the list with every mailing.

4) Mailing list

1. We will also maintain mailing lists. These include the names and contact details of people who wish to receive information from Ripon Together Community Interest Company.
2. When people sign up to mailing lists we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive information, and will only send them messages which they have expressly consented to receive.
3. We will not use mailing lists in any way that the individuals on it have not explicitly consented to.
4. We will provide information about how to be removed from the lists with every mailing.

5) Contacting members and interested individuals

1. Ripon Together Members and other interested individuals can get involved in Ripon Together CIC activities in a number of ways.
2. From time to time we will run projects and/or community interest meetings and we will maintain a list of contact details of those who attend. We will share volunteering opportunities and requests for help with the people on these lists.
3. People will be removed from the list once the project is completed or if they have not been actively involved for 12 months.
4. When contacting people on these lists, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
5. To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

6) Contacting board members

1. The board needs to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Board member contact details will be shared among the committee.
3. Board members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Ripon Together CIC business, without explicit consent.

7) Review

Effective Date	8 June 2021
Date Last Reviewed	9 April 2019
Scheduled Review Date	June 2023 (review every 2 years)
Supersedes	9 April 2019
Linked to	Data Protection Policy
Original Author	Karen Weaver Based on model policy from www.resourcecentre.org.uk for community groups run by volunteers
Owned by	Ripon Together CIC Board of Directors
Monitored by	Ripon Together CIC Board of Directors
Approved by	Ripon Together CIC Board of Directors