**North East Humanists**

**Registered Charity (Number 1112965)**

**GDPR Policies**

There are three documents comprising our data protection policies. Having set an initial policy in 2017, the EU brought in new legislation in 2018 called the General Data Protection Regulations. In accordance with all of this, we have GDPR policies comprising:

1. Data Protection Policy (DP Act 1998)
2. A Privacy Policy showing how members are affected
3. A safeguarding policy as required under the General Data Regulations (holding data relating to children and vulnerable adults)

These policies are shown below.

**1. Data Protection Policy**

This document recognises that under the Data Protection Act 1998 everyone is responsible for following the data protection principles (see below) stated in the Act.

This document sets out the commitment of the North East Humanists, represented by its trustees, to protecting personal data and how it will implement that commitment with regards to the collection and use of personal data.

The North East Humanists charity is committed to:

* ensuring that it complies with the eight data protection principles, as listed below
* meeting its legal obligation as laid down by the Data Protection Act 1998
* ensuring that data is collected and used fairly and lawfully
* processing personal data only in order to meet its operational needs or fulfil legal requirements
* taking steps to ensure that personal data is up to date and accurate
* establishing appropriate retention periods for personal data
* ensuring that data subjects’ rights can be appropriately exercised
* providing adequate security measures to protect personal data
* ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
* ensuring that all staff are made aware of good practice in data protection
* providing adequate training for all staff responsible for personal data
* ensuring that everyone handling personal data knows where to find further guidance
* ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
* regularly reviewing data protection procedures and guidelines within the organisation.

Data protection principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept longer than is necessary for that purpose of those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Data protection guidance and statement for North East Humanists (NEH) Trustees.

1. By means of this document and our policy document, NEH Trustees are aware of their duties under the Data Protection Act.
2. As a not-for-profit organisation, NEH is exempt from notification and registration with the Information Commissioner (government body), but not from the law itself. Our exempt status has been confirmed by the online appraisal offered by the ICO (Information Commissioner’s Office) website.
3. Personal data relates to information relating to a living individual who can be identified by that data — basically name, address, etc., and any other identifying and related information.
4. NEH has appointed Philip Anderson, an NEH trustee, to be the lead on Data Protection.
5. NEH trustees recognise that they have a legal duty to protect personal data held by the NEH.
6. NEH policy is to retain all electronic and hard copy data safely and securely. it is not transported away from secure residential offices. All electronic devices and Email clients containing NEH personal data are secured by passwords.
7. NEH will never seek commercial advantage from the databases of personal data which it holds, nor will it disclose personal data outside the group of members.
8. NEH members are informed that data will only be disclosed to other members with their prior permission.
9. NEH trustees recognise the right of anyone to write to NEH and request the information NEH holds about them.

**2. Privacy Notice**

Members and supporters gave their tacit consent to the holding and processing of personal data by North East Humanists when they become members or supporters. By accepting this privacy notice members and supporters consent to their personal data being held and processed by North East Humanists in the ways detailed in this Privacy Notice. If members and supporters do not consent, they should notify the Data Protection Officer (communication details below). North East Humanists does not hold sensitive data regarding members or supporters. It will not share personal data with other members without their consent. Members indicate whether they wish North East Humanists to claim Gift Aid on donations.

We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

If you have any concerns about how North East Humanists is handling your personal data, these can be raised with the Charity’s Data Protection Officer:

* In writing – North East Humanists, 23 Bishops Hill, Acomb, Hexham, NE46 4NH
* Telephone – 01434 601903
* Email – [philanderson@consultism.co.uk](mailto:philanderson@consultism.co.uk)

We keep our privacy notice under regular review and we will place updated versions on our website. This will help ensure that you are always aware of what information we collect and how we use it.

How North East Humanists uses your information

North East Humanists is committed to compliance with Data Protection legislation to keep your personal information accurate and secure.

The North East Humanists will only use the information it holds about you for the purpose you provided it. It will also only collect the minimum information necessary to fulfil that purpose.

Why we need it

We need this information to keep records of membership and supporters so that we may distribute to members and supporters information relating to the activities of North East humanists, and for the purpose of claiming Gift Aid.

What we do with it

Your personal information will be treated as confidential. North East Humanists will process the information you provide in a manner that is compatible with the General Data Protection Regulation and the Data Protection Act and aims to comply with the principles within the Regulation.

Your information will only be held as long as necessary and will be disposed of in a secure manner when no longer needed.

When you provide information, you will be told what it will be used for and whom it will be shared with. However, you need to be aware that North East Humanists may share your information with HMRC when it makes claims for gift aid. This is done using only the information you have given us relating to the amount of subscriptions and donations, and your personal details limited to your name and address and date of the gift.

You should also be aware that your data may be shared with other members, but only with your prior permission.

What are your rights

You have the right to:

* request a copy of your information (known as a subject access request)
* request rectification or erasure of your information,
* request a restriction on the processing of your information, and,
* object to processing of your information,
* complain to the Information Commissioner’s Office about the way the North East Humanists processes your information.
* set your browser to remove or reject cookies before using the North East Humanists website

If you require further information about the use of your data or would like to exercise any of the above rights, please contact the Data Protection Officer using the details given above.

**3. Safeguarding of vulnerable adults**

We the Trustees of NEH recognise our duty of care to all our members and guests who attend our public meetings.

By “vulnerable adults” we mean:

1. People aged 16 or 17 who are eligible for membership of NEH but may be still regarded (legally) as children.
2. Older people who have mental or physical problems (temporary or permanent) which make them more liable to have accidents or to be subject to misunderstanding and potential abuse from others.

All members and guests must “sign in” at a reception desk when they arrive at one of our meetings. The “greeter” at the desk has the first opportunity to identify anyone who appears “vulnerable”.

For an unaccompanied young person, the greeter should confirm whether they are 18 or over. If he or she is only 16 or 17 and is not accompanied by someone over 18 then the greeter must make a Trustee aware of the information.

For an older person who appears to be or is known to be vulnerable the greeter must make a Trustee aware of his/her arrival.

Trustees attending the event must take collective responsibility for any vulnerable person present, especially during refreshment breaks and at the end of the event. The Trustees present must establish between them who is in the best position to take this responsibility in each case.