

GreenSpirit Data Protection Policy

Introduction

This policy describes the use of data collected by GreenSpirit in compliance with GDPR (General Data Protection Regulation).

What is personal data?

This is information such as name, address, email address, preferences, payment details etc. See the appendix for a full description of the data held by GreenSpirit.

How do we use your personal data?

We use your personal data to deliver the services agreed when you became a member or you book for an event or your sign up for our Newsletter. We also use your data to help you to connect with GreenSpirit local groups. The Trustees of GreenSpirit also have access to your data to fulfil their legal obligations as Trustees. You can ask to view your personal data at anytime and have your data changed or deleted from the current systems.

Will we share your personal data?

We do not share your personal data with any third party except:

- We will do so if required by law
- We transfer your name and payment details to 'Free Agent' which is online financial software. This data is protected for the use of GreenSpirit only
- We access your name, address, email address and payment details from 'Enthuse' for credit/debit card payments or direct debits. This data is protected for the use of GreenSpirit only
- We transfer your name and email address to 'mailchimp' or 'mailerlite' in order to send out Newsletters. This data is protected for the use of GreenSpirit only
- We transfer your name, address and values of gifts that you have given to HRMC if you have signed up for 'gift aid'

Data Retention Policy

We will hold your data on our current database and systems until you have asked for your data to be removed or for operational reasons we need to remove your data.

Data Breach

All data held by GreenSpirit for administration is on a system that has the latest and updated security software. In the very unlikely event that an external body or person has unlawfully accessed your data, we will inform you. We will also investigate the breach, report it to any appropriate authority and investigate how to stop future breaches.

Contacting us regarding your personal data

As an individual, you have a right to obtain information that is held by GreenSpirit about you. You can also amend or have this data deleted from the current membership database and internal systems. If you have any questions about your personal data, please contact the Coordinator – Ian Mowll on email: info@greenspirit.org.uk tel: +44 (0)208 552 2096.

Policy agreed by GreenSpirit council on 25th November 2023

Appendix GreenSpirit Data

Data on members is held in the following systems or files:

- Membership database – a Microsoft Access database for membership details
- Free Agent (online software to enter and track payment information and to produce summary reports and accounts at the year-end)
- Enthuse – online software to take payments by credit/debit card or direct debits for membership processing, events and sales
- Gift Aid Declarations (computer and paper files)
- Bank Standing Orders when instructed by the member to activate (paper files)
- Spreadsheets and word documents for bank reconciliations, bankings of cheques and listing of people coming to events
- Email software – currently 'mailchimp' and 'mailerlite' an online system to email GreenSpirit members and other subscribers
- Green Geeks – usernames and passwords to access the members area. Usernames and passwords are unique to this system so there is no risk to the user if these are stolen

The data items held by GreenSpirit are:

Data item	Notes
Name	Plus the name of the organisation if relevant
Address	For all members
Phone number	If supplied
Email address	If supplied by a member. Also on the email software (currently 'mailchimp' and 'mailerlite') email addresses of members and those who have subscribed themselves to the list
Preferences	For instance: whether the member wants the magazine posted, emailed or both
Gift Aid	Name, address, date and which year(s) gift aid is to be claimed for and any relevant notes
How the member heard about GreenSpirit	As reported by the member
Activity	Date of subscription, which magazines/calendars the member has subscribed, when the subscription is next due and any relevant notes such details of contact with the member about their membership and donations
Username and Password	To access the members area of the GreenSpirit website
Regular payment details	Start date, amount, frequency and, if paying by credit/debit card or direct debit, the date of the next payment
Payment details	Amount, date of payments, purpose of payment
Bank standing order details	Name, address, amount of payment, date of first payment, frequency of payment, bank account number and sort code
Bank details	Bank account number and sort code only if GreenSpirit needs to make a payment to a member