

## **GreenSpirit Data Protection Policy**

### **Introduction**

From May 2018 all organisations who use personal data need to comply with a new set of regulations called GDPR.

### **What is personal data?**

This is information such as name, address, email address, preferences, payment details etc. See appendix 1 for a full description of the data held by GreenSpirit.

### **How do we use your personal data?**

We use your personal data purely to deliver the services agreed when you became a member or you book for an event or your sign up for our eNewsletter. 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 'charity checkout' for credit and debit card payments. This data is protected for the use of GreenSpirit only
- We transfer your name and email address to 'mailchimp' in order to send out eNewsletters. 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'

We do not hold credit or debit card information and we do not have access to this information. This is currently held by 'charity checkout' who process online payments for GreenSpirit and are experts in their field.

### **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 is on systems that have 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](mailto:info@greenspirit.org.uk) tel: 0208 552 2096.

## Appendix 1. GreenSpirit Data

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

- Membership database – an Access database containing all members
- Free Agent (online software to enter and track payment information and to produce summary reports and accounts at the year-end)
- Charity Checkout – online software to take payments by credit and debit card for membership processing and events
- Gift Aid Declarations (paper files)
- Bank Standing Orders (paper files)
- Spreadsheets and word documents for bank reconciliations, bankings of cheques and listing of people coming to events
- Email software – currently 'mailchimp', an online system to email GreenSpirit members and other subscribers

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') 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 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, 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