



Kelso Laddies Association

Data Protection Policy

The Aims of This Policy	Kelso Laddies Association needs to keep certain data/information about Members, Helpers, Volunteers, Guests, Patrons, Advertisers, 100 Club Members, Associates, Co-opted Members & Third Party Agencies in order to keep them up-to-date with Association matters. Kelso Laddies Association is committed to ensuring any personal data/information will be dealt with in line with General Data Protection Regulation (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal data/information is fully aware of the requirements.
Data & Information Held	Kelso Laddies Association handles the following personal data/information: • Names. • Addresses. • Post Codes. • Telephone Numbers (Inc. Mobiles). • Email Addresses. • Bank Account Details. • Dates of Membership. • Photography. (Photographic & Video Content) The reasons why we hold and share this data/information are: • For effective communication and the distribution of information. • Notifying authorised agencies about our membership. • Financial Transactions, for example, some 100 Club members pay by Direct Debit. • Promotion and advertising of the Association & Events The data/information we hold may also be shared with: • Those who have a legal right to access it. • Elected members of the General Committee. • The General Public (Please see below). The General Public will have access to certain personal data/information in the following circumstances: • Meeting Minutes and Agendas are available for public inspection but will only include the names of the Members. • Relevant data/information may be displayed on the Associations Website, Social Media Pages and Civic Week Souvenir Programme which is available for sale to the public. • Names and Contact details of Office-bearers are displayed on Letter Head Stationary. • No Financial or Bank Account Details are shared with the Public. Personal data/information is kept in the following forms: • Electronically. • Paper Documents. The length of time that personal data/information shall be held will be: • For as long as the individual has an association/relationship with the Kelso Laddies Association • Until the individual requests it to be deleted or destroyed. People within the Kelso Laddies Association who will handle personal data/information are: • Elected Members of the General Committee. • Appointed Minutes Secretary, Treasurer, Secretary and Assistant Secretary.
Legitimate Interest	We hold and process data/information with a Genuine and Legitimate Interest and will hold and process data/information that is essential for the successful running of the Association that will not harm your rights or interests. We only use individuals data/information in ways they would reasonably expect us to unless we have a very good reason.

Policy Implementation	In order to meet our responsibilities, The Kelso Laddies Association will: • Ensure any personal data/information is collected in a fair and lawful way; • Explain why personal data/information is needed at the start, how it will be used, and how long it will be kept; • Ensure that only the minimum amount of data/information needed is collected and used; • Ensure the data/information is up-to-date and accurate; • To hold personal data/information only as long as initially stated at the time of gathering consent; • Make sure it is kept safely; • Update the data/information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the data/information for another year. • Ensure any disclosure of personal data/information is in line with our procedures; • Deal with any queries about handling personal data/information quickly.
Security	The Kelso Laddies Association will take steps to ensure that personal data/information is kept secure at all times. The following measures will be taken: • Non Required Documents to be shredded. • Electronic Databases and Spreadsheets to be Password Protected. • Ensure that computers have reputable and up to date Security Software. • Computers used to have Password Access only. • Passwords regularly changed. • Paper Documents to be kept in a locked environment. • Passwords and Keys to be kept secure. • Report security issues/breaches immediately to the Chairperson. • Data/Information should not be accessed/viewed in public places. • External Storage Devices should be kept secure at all times. • Only use reliable secure internet and network connections. • Ensure that emails are sent to the correct recipients. • Ensure that files being sent are the correct files. • Computer and storage devices/equipment are properly decommissioned.
Unauthorised Disclosure	Any unauthorised disclosure of personal data/information to a third party by a Member or Representative must be reported to the Chairperson and Secretary immediately. Incidents of unauthorised disclosure will be taken seriously and will be fully investigated to see what has taken place. • The person in violation of this Policy will be requested to attend a meeting of The Executive Committee to discuss the matter and to give their point of view. • Violations may result in this Policy being re-briefed and or further training/instruction given and or a Formal Warning given. • In a case involving a General Committee Member of the Association, membership to the Association may be withdrawn. • The individual(s) concerned will be informed of the unauthorised disclosure of their personal data/information.
Requests for Access	Anyone whose personal data/information we handle has the right to know and has access to the following: • What data/information we hold and process on them. • How to gain access to this data/information. • How to keep it up-to-date. • What we are doing to comply with GDPR. Requests for access should be made to the Chairperson or Secretary.
Rights	Anyone whose personal data/information we handle has the following rights: • The right to be informed • The right of access • The right to rectification • The right to erasure • The right to restrict processing • The right to data/information portability • The right to object • Rights in relation to automated decision making and profiling.
This Policy & Its Review	This Policy was created on 22 May 2018 and will be reviewed annually to ensure it remains up to date and is compliant with the Law.