

Statement on Data Protection for Derwent Lions Club

1. Introduction

Derwent Lions Club takes the safeguarding of personal data seriously and has prepared this policy statement in accordance with GDPR requirements for people who are club members, associates or members of the public that choose to share their personal data with club so that we can fulfil our purposes as described in our constitution. We are a relatively small group and the risk to the public arising from breaches to our data protocols is considered to be very low.

2. Data Processing and Storage

2.1. Membership

Membership details are required to be stored so the Lions Club can carry out its **Legitimate Interests** of administering the organisation. They are made available to authorised officers of the club so they can carry out their official duties. These include the requesting, collecting and recording of dues, the distribution of information, activity management, involvement in meetings, health and safety, notifications and elections, general communications between members and the wider Lions organisation. Also personal information is required to meet the requirements of the Charity legislation eg appointment of trustees.

Membership data may be compiled in the form of a Club membership directory for use within the club and for its inclusion in the District Directory (Club/District officers). Mailing lists will also be compiled from the data and it may also be analysed for the purpose of Management Reports.

New members details are collected via a membership form and held by the Club Secretary. Once a decision is made to accept a new member, they will be entered on myLCI to register membership into the Lions Organisation.

Members who work unsupervised with vulnerable groups will be required to apply for a DBS and make their certificate available to the secretary / president to confirm their suitability for these activities. A copy of club members most recent DBS certificate may be retained securely by the secretary, unless the DBS is held online.

As a condition of membership, members who join will be informed that Lions will process their data as a "legitimate interest". Existing members should be made aware that their details will be processed this way and they should sign to confirm understanding.

2.2. Data Storage Requirements for Members

My LCI is managed centrally holding members details: Title, Name, Address, Year of Birth, Personal Contact Details including email address, Optional data: spouse/companion name, occupation. A local database will be held securely and used for tracking status of member's dues. Mailing lists containing email addresses may be compiled by members for communications.

2.3. External Stakeholders : - Sponsors / Volunteers / Club Supporters

Effective relationships with Sponsors, Volunteers and Club Supporters are vital to the services that Derwent Lions Club provides for people less fortunate.

Data processing of contact information will involve:

- a/ Communications regarding club activities eg fundraising, recruitment or requests for assistance, progression of a project / service activities to known stakeholder.
- b/ Issuing of invoices or recording collection of donations, recording of volunteer hours.
- c/ Production of Management reports including financial.
- d/ Health, Safety and Safeguarding requirements

Processing the above data for External Stakeholders is therefore considered a Legitimate Interest as it is an enabler for the Club to provide a greater level of community service and to raise additional funds for charitable and good causes.

Additionally, further processing of information provided by External Stakeholders will be required for:

- e/ Use of details/ photographs for publicity purposes.
- f/ Sharing data with 3rd parties
- g/ Mailshots used to promote increased engagement for Lions Functions or for increasing membership

We will not process External Stakeholder information for these purposes unless stakeholders 'Opt In' to allow this. Mailshots marketing Lions to potential new stakeholders will contain an Opt in/out option in the first communication, with subsequent contacts containing information on how to contact the Club to Opt Out.

2.4. Xmas Tree Recycling.

We have a data sharing agreement with justhelping, who manage the registration and planning of our recycling plan. We will use information provided from them only to collect and recycle trees unless registrants have given approval for their information to be used for marketing purposes. Information of deliveries will be retained securely in case any follow up is required. Any manual booking details received will be entered on the website so the requesters details can be added into the collection programme.

2.5. Grant Applicants

Grant applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations as the Trustees deem appropriate. The Trustees require the assurance of the applicant that personal data about any other individual is supplied to the Trustees with his/her consent. At the point of submitting application, applicants are asked to confirm this consent and assurance. Any personal data supplied may be used for the legitimate interests of the club in deciding whether to make an award. This may include research into the applicant and the intended destination to determine that the application is legitimate and meets the requirements set out in our club constitution.

2.6. Data Storage Requirements for External Stakeholders

A local Database holding Sponsor/Volunteers/Club Supporters information to include for each individual or business: Title, Name, Business/Home Address, Personal Contact details including email address, Gift aid declaration, Bank Account details for creditors/debtors where required. Also records of invoices raised and payments received. The source database will be protected and held securely on Google Drive.

Additionally, where their use is approved, photographs which include people from these groups/organisations may be stored on protected media servers, secure web servers or on a PC which is safeguarded with a firewall, up to date Windows security patches and virus protection.

3. Data Retention

Club records will be retained in line with charity commission requirements. Personal data from grant applicants will be retained indefinitely for successful applicants or for 2 years for unsuccessful applicants. Other consensual personal data stored will be reviewed every 6 months when a decision will be taken on whether any updates or deletions are required. Data for members that leave will only be retained where it is considered there is a need to do so.

4. Document History

- 4.1. Draft for consultation Jan 2018
- 4.2. Issue 1 Mar 2018
- 4.3. Issue 2 – Oct 2018