

## **BASSENTHWAITE PARISH ROOM**

### **General Data Protection Regulation (GDPR) Policy**

#### **WEBSITE COMPLIANCE**

The Bassenthwaite Parish website is not managed by the Parish Room Management Committee and therefore the scope of website compliance is beyond the control of the Parish Room entity; the Bassenthwaite Parish Room Management Committee cannot be held accountable for any misuse or irresponsibility of data use on the Bassenthwaite Parish website. The Bassenthwaite Parish Room Management Committee cannot be held responsible for any oversight or lack of GDPR compliance by those responsible for the upkeep of the website. Bassenthwaite Parish Room Management Committee are only responsible for the specific Parish Room pages within the website and therefore can only be held responsible for compliance on these specific pages. In order to make these pages compliant with GDPR, the Parish Room GDPR policy will be clearly located on the 'Book the Parish Room' page of the website and users will be directed towards this policy on all pages relating to the Parish Room.

The website itself uses a cookie to calculate the number of times the website has been viewed per month and analytically records what website or search term the visit has originated from. This information is accessible only to individuals who are able to edit the website; this information is not publicly available and editing the website requires password protected access. There is no analysis or separate recording of this data at any time by Bassenthwaite Parish Room Management Committee. At no stage during this process is any personally identifiable data collected or stored. At no stage are visitor views made public on the Bassenthwaite Parish website. The website platform used to create the Bassenthwaite Parish website, Weebly, is listed as a GDPR compliant platform.

Within the Parish Room pages of the website, a public availability calendar exists to allow any user to view: regular classes and activities in the Parish Room; unavailable dates due to pre-existing booking; potential availability before requesting a booking. Only details of regular group leaders are viewable on this calendar, no private booking details or provisional booking details are viewable to the public. Regular group leaders will be contacted on an individual basis regarding the information stored and shared for their group. The relevant booking officer within the Bassenthwaite Parish Room Management Committee will hold personal details of provisional and confirmed bookings on Google Mail and a relevant Google Calendar; Google is listed as a GDPR compliant platform.

The online booking form will be altered to make individuals aware of how the information they provide is processed to facilitate the booking of the Parish Room. No data will be requested which is irrelevant to the booking of the Parish Room. The individual will have the right to their data being removed at any time; the process for removal of data will be made public on the Parish Room booking page. The online booking form itself is provided on the website platform, as previously stated this is listed as a GDPR compliant platform. The submitted online form is stored on the Parish Room Gmail account, part of Google, which is listed as GDPR compliant. The information processed for a confirmed booking at the Parish Room will be stored for one year from the date of the booking. The information processed for a request for which the Parish Room is unavailable to accommodate will be deleted within one week of the individual being made aware that the Parish Room is unavailable. Unless rebooking within one year of a confirmed booking, all individuals will have to complete a new booking form so that their data is available to the relevant booking officer for the booking process to occur.

#### **SOCIAL MEDIA COMPLIANCE**

There is publicly available a Bassenthwaite Parish Room Facebook page, which is used to communicate news, events and information regarding the Parish Room. Facebook is classed as a 'third party data processor' and has stated they will ensure that their services align with the GDPR. The GDPR policy for Facebook is outside the scope of the Bassenthwaite Parish Room GDPR compliance.

#### **THE RIGHT TO BE FORGOTTEN COMPLIANCE**

At any time, an individual may request via the booking officer that any or all of their data be removed from GDPR compliant storage by Bassenthwaite Parish Room Management Committee. Data will not be hidden or deactivated by the Bassenthwaite Parish Room Management Committee and will be deleted entirely. Individuals will be made aware that removal of their data prior to a booking will cancel the booking made at Bassenthwaite Parish Room due to a minimum amount of personal information needed to process the booking by the relevant booking officer.

## **FRIENDS OF BASSENTHWAITE PARISH ROOM COMPLIANCE**

Individuals are able to sign up to become a Friend of Bassenthwaite Parish Room which gives them exclusive access to a monthly newsletter in email form. To facilitate this service, the relevant Bassenthwaite Parish Room Committee Member will hold a minimum amount of personal information for individual, being their full name and email address. To comply with GDPR, this information will now be held as contacts on a Google Mail account; Google is listed as a GDPR compliant platform. By contacting the relevant Bassenthwaite Parish Room Committee Member via the Friends of Bassenthwaite Parish Room email address, an individual can request that they are removed as a Friends of Bassenthwaite Parish Room. The contact details for the individual will be deleted entirely and never hidden or deactivated. Should an individual wish to sign up again to become a Friend of Bassenthwaite Parish Room, they will be required to re-submit their personal details and consent for these details to be stored. All current Friends of Bassenthwaite Parish Room prior to 25th May 2018 will be contacted and made aware of how their details are stored and processed for this purpose. Individuals will be made aware of how they are able to remove themselves from this system. Similarly, the online sign-up form will have a disclaimer of consent reflecting the information in this document.

## **PRIVACY OF STORED DATA COMPLIANCE**

To comply with the Data Protection Act 1998 we adhere to strict technical and organisational security procedures. All information submitted on the Bassenthwaite Parish Room webpage's are accessible only by individuals who have access to the website editing facility; each individual is an organisation member linked to an area of the website itself and all users have password protected access. The information submitted on the Bassenthwaite Parish Room pages of the website are only accessible by members of the Bassenthwaite Parish Room Management Committee - specifically controlled by the relevant booking officer via [bookbassenthwaiteparishroom@gmail.com](mailto:bookbassenthwaiteparishroom@gmail.com) which is a password protected account; all data is stored on Google platforms including Gmail and Calendars, which are both listed as GDPR compliant platforms. Data which is electronically stored for one year from the date of booking may be collated anonymously and may be printed and filed by the Management Committee for usage monitoring of the Parish Room; any printed information will not include any personally identifiable information about an individual. Personally identifiable information will only stored electronically using Google, listed as a GDPR compliant platform. Electronic correspondence with the Parish Room will be stored on the aforementioned booking officer account and no personal details or personal information will be made available to any third parties or to any member of the Committee who does not have password access to this account.

Within the one year period from the date of booking, Bassenthwaite Parish Room Management Committee will keep all personally identifiable information confidential except in circumstances where we are compelled to disclose this information by law or to comply with an instruction of a regulatory body of competent jurisdiction. The personal information that we hold will be held securely to ensure no unauthorised disclosure or access takes place.

*Created May 2018*