

DATA PROTECTION POLICY FOR GNOSALL PARISH NEWS

Foreword

The General Data Protection Regulations (GDPR) requires any organisation holding personal data to have a Data Protection Policy. This policy for Gnosall Parish News (GPN) is available to view on the GPN website. (www.gnosallparishnews.com) and can be provided in written format to any subscriber or helper if required.

The Gnosall Parish News is designed, edited and distributed locally by volunteers supervised by a volunteer management committee. Articles, pictures and promotional content are provided by local contributors. Each month the editorial committee arrange this into a published magazine and a website. The magazine is printed by an external contractor before distribution to local subscribers.

GPN is a non-profit making organisation. If we have a surplus each year a donation is made to one or more local voluntary or charitable organisations

1. Information Held by GPN

To be able to administer the publication, the committee member responsible for distribution (Data Controller for the purposes of the GDPR) will maintain a record of all distributors and the subscribers to whom they deliver.

This will consist of the following information:

Name (Optional for subscribers)

Address

Telephone number (Distributors only- optional)

E mail address (Distributors only- optional)

Contact details of committee members will also be held to communicate to members about committee meetings and to distribute committee notes and actions.

2. Purpose of Information Held

The information held will be used to enable magazines to be distributed and delivered to the subscribers and to maintain a record of subscription payments.

3. Implied Consent

Under the GDPR it is not necessary for distributors or subscribers to give written consent for the GPN to hold this information. Existing and new subscribers and distributors will be informed of the policy on data protection. If they are content with the policy and do not object, there is an assumption of "implied consent". This is the procedure that GPN will operate. Distributors and subscribers are entitled to ask that only some (or none) of their personal information is held on the GPN database however it may not be possible to accept subscribers or distributors without the minimum amount of data to enable the GPN to operate.

4. Use of the information held

The information held is for the administration of the GPN. It will not be passed on to any marketing companies or be used for any form of profit or gain.

5. Holding of the information

The data base is maintained by the committee member responsible for distribution (Data Controller). Parts of this data may be issued to distributors to enable correct distribution of the magazine as printed lists.

6. Security of the information held

The copy of the data base (see Holding of Information above) will be kept on a home computer and the holder will take all reasonable precautions to prevent access to the data by third parties. When the data base is updated previous copies will be destroyed.

Distributors will be required to destroy printed copies securely once they are no longer required.

7. Viewing of Information held

Subscribers and distributors may ask the Data Controller to show them the personal information held about them.

Requests should be submitted by email to data@gnosallparishnews.com

8. Passing of information to third parties

Information held on the database will not be passed to any other organisation or person.

9. Disposal of Information Held

When a volunteer ceases to be a distributor, their personal information will be deleted from the database as soon as practical.

The subscription list will be updated annually by distributors and the updated list passed to the Data Controller to maintain the database. If a person is no longer subscribing to the magazine, their personal information will be deleted from the database within 3 months of notification.