Data Protection Policy and Procedures:

Climate Friendly Bradford on Avon

Climate Friendly Bradford on Avon is an unincorporated association with a constitution. Our Coordinating Group is composed of a chair, treasurer, secretary, and the leaders of each Action Group. We are a volunteer led organisation.

1) Definitions

1.1 Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper. It does not include data where personally identifying elements have been removed (anonymised data).
1.2 Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility

2.1 Overall responsibility for data protection lies with our Coordinating Group which is responsible for overseeing activities and ensuring this policy is upheld.
2.2 All volunteers are responsible for observing this policy and related procedures, in all areas of their work for the organisation.

3) Overall policy statement

3.1 Climate Friendly Bradford on Avon needs to keep personal data about its Coordinating Group, members, volunteers, and those who take part in our projects, in order to carry out its activities.

3.2 We will only collect, store and use the minimum amount of data that we need for the purposes as stated in our Privacy Policy, and will not collect, store or use data we do not need. Personal data is processed in compliance with the UK GDPR and the Data Protection Act 2018. See our Privacy Policy for the categories of personal information and how it is held by us.

3.3 We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

3.4 We will generally retain your personal information for up to 6 years after you have ceased actively volunteering with us. We will remove it earlier if it is no longer required or if you ask us to remove it. We will keep it longer if we are legally required to do so.

4) **Your rights with regards to Personal Information**

You may request details of personal information which we hold about you (**right of access**) by contacting us at climatechampions@gmail.com. If your personal data is being processed, you have the right to know:

- the purposes and legal basis of the processing
- the categories of personal data concerned
- the recipients or categories of recipients to whom that data has been disclosed
- the period for which that personal data will be stored

- **right of rectification** – you ask us to rectify the personal data relating to you if it is inaccurate. You also have the **right to restrict processing** while inaccuracy in your personal data is being rectified.
- right to request erasure of your personal data

5) Keeping data securely See our Data Protection Procedures below.

6) If you think that your data has been misused or has not been kept secure, please inform us at climatechampions@gmail.com. If you are unhappy with our response, you can make a complaint to or get advice from the Information Commissioner's Office (ICO) - https://ico.org.uk/for-the-public/how-to-make-a-data-protection-complaint/

7) Review date
The information on this page will be reviewed periodically to ensure its compliance with legislation and best practice. The next review is due in January 2026.

Climate Friendly Bradford on Avon Data Protection Procedures

1) Collecting and storing personal information

- The individual's consent must be obtained, and only collected and stored in the legitimate interests of CFBoA.
- Consent: individuals must explicitly opt-in.
- Consent must be informed: individuals need to know why you hold their personal information and how you plan to use it.
- Consent must be specific: this means separate consent should be obtained for different processing activities.
- Consent must be freely-given: individuals' consent should not be conditional on receiving a product or service.
- Consent must be demonstrable: you must be able to demonstrate that you've obtained consent, including who consented, when, and what information was given to the individual at the time.
- You need keep Personal information up to date and accurate, keep it only for as long as it is needed, and retain and destroy according to the CFBoA DPP policy.

2) Personal data must be kept safe and secure

- When it is stored electronically, it will be stored on a password protected device. When it is stored online in a third party website (e.g. Google Drive), check first that the third party complies with the UK GDPR. When it is stored on paper it will be filed securely.
- When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from electronic devices, and that paper data is shredded.
- We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3) Contacting volunteers, sharing personal data

- To allow volunteers to work together to organise CFBoA activities, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

4) Communication within the Coordinating group

- The Coordinating Group need to be in contact with one another in order to run the organisation effectively, its members' contact details will be shared among the Group.
- Coordinating Group members will not share each other's contact details with anyone outside of the Group, or use them for anything other than Climate Friendly Bradford on Avon business, without explicit consent.