

Lambley Reed Pond Group

Data Protection Policy

Introduction

The Lambley Reed Pond Group committee recognizes its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data.

UK General Data Protection Regulations 2018

The GDPR is a set of rules set out in law which all organisations, including the Lambley Reed Pond Group as a community group must follow to help protect people's data and privacy. Personal data is information about a person which is identifiable as being about them. This includes basic things like names and addresses and more complex or sensitive information such as ethnicity.

The Lambley Reed Pond Group committee will only collect, store, or use data for the clear purpose of maintaining contact with interested parties and volunteers within the community to help further our objective to maintain, conserve and improve the biodiversity of the Lambley Reed Pond nature reserve.

Data Protection

When dealing with personal data e.g., member's name, address, and telephone number, we will ensure that:

- 1) Data is processed fairly, lawfully and in a transparent manner.
- 2) Data is processed for specific purposes only.
- 3) Data is relevant to what it is needed for.
- 4) Data is accurate and kept up to date and is not kept longer than is needed.
- 5) Data is processed in accordance with the rights of the individuals.
- 6) Data is kept securely.

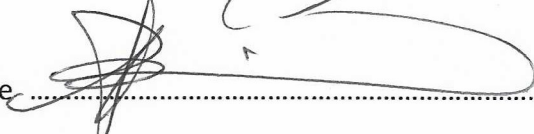
Personal information held by the committee will securely kept and not available for public access. All data stored on the LRPG Secretary's computer is password protected. A secure backup of the data will be maintained by the Secretary.

Personal information will not be shared with third parties outside of the Group and people will only be contacted through our social media page or by e mail to advise of a meeting or event occurring in connection with the Reed Pond nature reserve.

Policy Review

This policy will be reviewed every two years.

Date *9th May 2024*

Signature 

LRPG committee Chair

Signature *Jan P. Kassel*

LRPG committee Secretary