

# CASTLEFIELDS CANAL AND RIVER PARK ASSOCIATION (CARP)

## PRIVACY NOTICE

### Introduction:

This Privacy notice is designed to comply with the requirements of the General Data Protection Regulation (GDPR) and in so doing sets out with transparency the legal basis by which CARP holds personal information and how that information is acquired, managed and dealt with.

### Roles and Responsibilities

For the Purposes of the GDPR the following responsibilities are:

- CARP the charity is the **Data Controller** and this is executed through the routine governance of the Chairman and Board of Trustees. All Trustees therefore are responsible collectively for this role.
- The **Data Processor** is designated as the CARP Secretary, and is appointed by the Board to fulfil that role which includes the management and storage of personal data.

### Legal Basis

The legal basis by which personal data is held by CARP is that of '**Consent**'. Personal data is only held on members of CARP through them joining the charity to further its aims. At the point of joining members will have agreed explicitly to their contact details to be held so that they can be advised of charity activities and charity management.

### Data Held

The CARP Secretary holds a spread-sheet of information which contains the following data fields which are classified as Personal data ie data from which an individual can be identified:

<b>Data</b>	<b>Remarks</b>
<b>CARP Members</b>	
Member's Name	
Member's Address	
Member's Telephone Numbers	Can include mobile and home numbers
Member's E-Mail Address	
<b>Potential Members (Members of public Interested in joining CARP)</b>	
Name	
Contact details	Could be Telephone and or E-Mail

## **Personal Data Management**

The CARP membership spread-sheet contains personal data and is held by the CARP Secretary and is updated on a regular basis. Subscriptions are due annually in July. Along with the subscriptions notice, information requesting consent to hold the data is obtained. An example of this is show as an attachment.

In addition to subscriptions and member details, on occasions members of the public request further information on CARP as potential members. In this instance their contact detail are held in order to send then that information. Any such information is destroyed if there has been no further interest beyond a 3-month period. In the event that they join CARP their data is held as that of a member.

Should there be a lapse in membership and subscriptions are not paid, then following engagement by the Secretary, if there is no renewal, details will be deleted after a period of 3 months.

The CARP members spread-sheet will be reviewed annually by the Board to ensure it continues to comply with this Privacy Notice.

## **Subject Access Requests**

Members of CARP can request via the Secretary at any time to know what data is help on them by CARP. Request should be submitted to the CARP Secretary and will be fulfilled no later that 10 working days. Such requests will be logged by the Secretary at the time of the request being received.

## **Requests to Remove Data**

Similarly requests to remove personal data can be made to the CARP Secretary as above. Clearly if personal data is removed, then no updates on CARP information can be sent to individuals.

## **Policy Review and Update**

This policy will be reviewed annually and updated as required.

Secretary CARP  
Sue Court  
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Chairman CARP  
Denis Robinson

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