Data Protection Policy

Data protection statement

Bridlington Community Sheds (the Shed) is classified as a data controller under the General Data Protection Regulation (GDPR). This policy outlines our commitment to protecting the personal data of people in relation to our organisations work in accordance with GDPR – as regulated by the Information Commissioners Office (ICO), the UK authority on data protection, and carrying out any data processing with transparency, accountability and good governance.

The Shed will collect data about members, referred to as "Shedders" that is needed for the operations of the Shed and for reporting to funders. The data include:

- Name
- Address
- Contact details (email and phone number)
- Emergency contact details

The Shed also collects information about members' skills and interests in activities in the Shed.

Data will be stored in paper form in a locked cabinet and on a password-protected computer in the office. Data stored will be reviewed annually to remove data related to members no longer attending the Shed.

Shedders can ask to see the data the Shed stores and to have the data updated. When Shedders leave, they can ask to have their data removed.

The Shed's website does not retain any data from visits to the website.

Main Contacts

Below are the Sheds main contact for data protection in line with this policy. This should be your primary contact should you wish to discuss something related to data protection or need further information.

Data Protection Lead (DPL): Anders Gustafsson

Contact though the Shed's email address: BCS-Shed@outlook.com

The DPL is a volunteer of the Shed (data controller) and have responsibility for ensuring personal data is collected and processed lawfully in line with this policy and the GDPR and is kept secure.

Definitions

This policy uses the GDPR`s definitions for the following key terms.

Personal data – any information relating to an identified or identifiable natural person, both `direct' and `indirect' identification.

Natural person – an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, mental, economic, cultural or social identity.

Data controller – a `person' who determines the purposes for the information processing and the manner which it is done. A data controller will be a `person' recognised by law i.e. individuals, organization and corporate bodies.

Data processor – any `person' (again, a person as recognised by law), other than an employee of a data controller, who processes the data on behalf of the data controller.

Other key terms are defined within their sections.

Data collection

From time to time, we will need to process the following examples of personal data from volunteers, service users and other natural persons related to our work. We may also, at times, need to collect and process personal data not listed here. The following are some examples of the types of personal data we may collect and process.

- Name
- Contact information e.g. address, telephone numbers, email addresses
- Information about your skills, qualifications, and expertise
- Contact details in case of an emergency.

We may use this information to:

- Manage memberships, e.g. to inform about activities
- Understand the views and opinions of Shedders and other related persons
- Handle complaints
- Monitor the impact of our work e.g. through case studies or consultation
- Improve how the Shed operates
- Carry out administration functions
- Get help if somebody is in danger, e.g. contact next of kin if an accident or emergency occurs
- Send information the Shed thinks might be of interest to you
- Comply with legal obligations
- The Shed will not share the data with any commercial organisation.

In line with GDPR, the Shed will ask for, and record individuals consent prior to collecting and processing data for certain purposes and provide clear and concise privacy notices to provide information on how and why we are collecting and processing particular data.

Shed will ensure it provides ongoing opportunities to give or revoke consent where appropriate and necessary, in line with GDPR. Privacy notices will also state clearly our lawful basis or bases for collecting the data in each instance that we collect and process it. This will be in line with the six documented legal bases of the GDPR, consent, contract, legal obligation, vital interests, public tasks, or legitimate interest.

The organisation will maintain a live log of the exact types of data, reasons and lawful basis for collection and processing which allows us to demonstrate our compliance with GDPR and ICO, if ever necessary.

Shed will never, under any circumstances, use personal data to discriminate against a person for any reason.

Shed will audit personal data on file on an annual basis to ensure it is still relevant, needed and lawfully held. If ever we need to use data for another purpose, we will make sure we inform and/or request consent from the relevant persons, in line with GDPR.

Prior to the installation of new data handling technology, the Shed will carry out a Data Protection Impact Assessment (DPIA) and/or where processing personal material is likely to significantly affect individuals.

Data Handling

Shed understands its obligations under GDPR when collecting, controlling and managing personal data. We will ensure that we:

- Process data lawfully, fairly and in a transparent manner
- Collect data only for specified, explicit and legitimate purposes and not further processing in a manner that is incompatible with those purposes
- Process data adequately, relevant and limited to only what is necessary
- Ensure personal data is accurate and kept up to date, rectifying and erasing any errors or inaccuracies without delay
- Will keep personal data in a form that permits identification of individuals for no longer than is necessary for that purpose
- Process personal data in a manner that ensures appropriate security of the personal data, including protection against unlawful and unauthorised processing, and against loss, destruction, or damage.

As a data controller and in line with GDPR, we will keep a record of our processes, consistent with the above and able to demonstrate our compliance at any given time.

Data storage and security

Shed takes security of personal data very seriously and will ensure we always put in place robust security measures, appropriate to the type of information we hold and process.

To secure personal data held by Shed we will use a combination of the following methods, appropriate to the data held.

- Physical security – locked storage cabinet
- Computer security – password protected systems

We will check our security and storage practices regularly to ensure they are in line with regulation and appropriate for the personal data held. We will build a culture of awareness and security within the Shed ensuring good communication with key people, and we will only ever provide access to personal data for people that need it for lawful processing.

The exact way we store personal data will be documented in our Data Protection Log.

Individual Rights

Shed is aware of the rights for individuals whose personal data we hold. In line with those rights we will ensure we process data in line with those rights. We will:

- Be transparent and inform them how and why we will process their personal data, as well as the lawful basis for doing so.
- Respond within 30 days if people ask to access their personal data, allowing them to verify its lawful collection and processing.
- Rectify any inaccurate or incomplete personal data without delay.
- Erase any personal data when it is no longer needed or there is no lawful reason for it being held.
- Take immediate action if an individual request that we suppress the processing of their data or objects to its collection, retaining sufficient information to maintain a membership data record.
- Never process personal data for more than its lawful purpose(s).
- Obtain clear, active consent from each individual where we are lawfully obliged to do so.

Data Breaches

Shed recognises the GDPR`s guidelines to record, rectify and report, where necessary, data breaches; where a breach of security leads to the destruction, loss, alteration or unauthorised disclosure of, or access to personal data.

Shed DPO`s are allocated the responsibility for minimising the likelihood of breaches and taking prompt action if they ever happen. Shed will ensure it notifies the individuals whose data is involved if there is any adverse risk to them as a result of the breach, and where necessary notify the Information Commissioners Office (ICO).

Accessing Information

Under GDPR, individuals have the right to access the information held about them. If you would like to request information held, or be reminded of the reasons, lawful basis and methods of keeping your personal data, please send a request in writing to the Management Committee. We will respond within 30 days.

The Information Commissioners Office (ICO)

The ICO is "the UK`s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals" (ICO Website). It is responsible for administering the provisions of the GDPR, under the GDPR, organisations must register with the ICO unless exempt.

Shed is exempt from registering with the ICO because it only makes a profit for its own purpose.

Shed only:

- Processes information necessary to establish or maintain membership or support.
- Processes information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it.
- Shares the information with people and organisations necessary to carry out the organisations activities unless given permission otherwise.
- Keeps the information while the individual is a member/supporter administration.

Agreed: 29/08/2026

Next Review: 29/08/2028