



# Data Protection and Privacy Policy

Thank you for trusting Grapevine Essex with some information about you. We would like to assure you that we take that trust seriously and we want you to know how we use your information and why.

## Who is holding your information?

The information you have given to us is kept by our Data Protection Co-ordinator, Mrs. Jackie Holland, with relevant information (such as names, dates of birth, email details, addresses, emergency phone numbers, medical conditions/illness' and medication, Doctor/GP details, DBS Certificate Numbers and Bank details where applicable. These are also accessible to the Data Controller and Processor, Mrs. Vanessa Hellier.

## Where do we get data from?

We only hold data provided to us by you. Initial information for members is collected via the membership pack and other admin information is collected either via emails or through direct contact. Once collected, it is transferred onto our secure database. We only keep data that is necessary to run Grapevine Essex in an efficient manner.

## Where is your data stored?

In common with most small organisations, we do not have any tailor-made software – we use mainstream packages for record keeping, email and accounting etc. The computer we use can only be accessed via a password. Reports are generated from our database and securely stored electronically in our password protected system, accessible only by the Data Protection Co-ordinator, Controller and Processor. Microsoft Windows 10 is updated regularly along with a trusted AV software annually. Passwords are changed every 6 months and stored in a secure place which is not on the computer.

## Do we share your data?

We never sell data we hold.

Your information/advice is held in the strictest confidence. Our committee is aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

To take part in events, dance festivals or other activities we may be asked to send personal data to the organising body. Therefore, we ask for your consent to share this data. We also reserve the right to share information if we suspect a safeguarding issue (vulnerable adult protection policy) or if there is an emergency or if we are legally required to do so.

## How long do we retain your data?

We will keep and update records for as long as you are associated with Grapevine Essex. Once you leave, it is up to you. We can either delete your data on your request or you can stay with us as part of our *friends and alumni*. We hope that you will.

## Want to see what we hold on you?

Under the new regulations, you have the right to know what information we hold on you. Simply send an email to [Jackie@grapevinessex.org.uk](mailto:Jackie@grapevinessex.org.uk) and we will download what we have (or send screenshots) and send it to you. If you believe we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

## Do you have a complaint?

If you have a complaint about the way we are handling your information or how we have responded to a request for information or data removal, please ask for a copy of our complaints procedure and let us know by contacting:

Jackie Holland

Grapevine Essex, c/o 1 Nuthatch Close, Billericay, CM11 2PQ.

If you are not satisfied with the way we have dealt with your queries, please contact the

Information Commissioners' Office (ICO) on Tel: 0303 123 1113 or via their website:

<https://ico.org.uk/global/contact-us/email/>

The nominated members of Grapevine Essex to deal with Data Protection (GDPR) from now until the next review are:

Jackie Holland Data Protection Co-ordinator

Vanessa Hellier Data Controller and Processor

This policy was reviewed on 28/04/2018

Then 26/5/18