

## Park Hall Area Neighbourhood Watch (PHANW) Data Protection Procedures

### **1) Introduction**

- PHANW has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
- These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

### **2) General procedures**

- Data will be stored securely online in a third party website (Google Drive) which complies with GDPR and we will ensure that access to the third party website and its files is password protected. When it is stored on electronic devices, for example for the purposes of back up, these will be password protected and it will be kept in password protected files. When data is stored on paper it will be filed carefully in a locked filing cabinet.
- Data will be made available to members of PHANW committee (for example, Zone heads, the Treasurer, and the Membership Secretary) and WhatsApp group administrators when required to carry out their duties. It will be handled by them in accordance with the PHANW data protection policy and procedures.
- 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 computers, and that paper data is shredded.
- Passwords will be kept and maintained by the Chairman, the Secretary, and the Treasurer.
- A record will be maintained of who holds data at any time, where it is held, and in what form.

### **3) Membership list**

- Data will be used to maintain a membership list. This will include the names and contact details of people who choose to join PHANW and, where applicable, a PHANW WhatsApp group. The membership list is held in order to record the details of all people who have paid an annual subscription to PHANW.
- When people become members we will explain how their details will be used and that they may ask to be removed from the membership list at any time. We will not use the list in any way that the individuals on it have not explicitly consented to.

### **4) Contacting members**

- Address, telephone, or email address details may be used to contact members individually, or as a group, either to provide or to obtain information that will assist in running PHANW efficiently and effectively and benefit the membership.
- Members' contact details will not be shared with other members without their explicit consent, or any third party outside of PHANW unless it is required by law or that third party is the police and disclosure will facilitate membership and achieve its aims.

### **5) Contacting committee members**

- The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
- Committee contact details will be shared among the committee.
- Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than PHANW business, without explicit consent.

### **6) Review**

- These procedures will be reviewed every two years.