



Data Protection Policy

Chichester Down Syndrome Support Group - (CDSSG)

This is the Data Protection Policy of Chichester Down Syndrome Support Group

Our Statement of Policy is

In order to ensure compliance with the **General Data Protection Regulations (GDPR) (EU) 2016/679**, CDSSG will ensure that personal data of all members will be collated and stored appropriately. All members will be made aware of our data protection policy at first contact and when the membership records are reviewed.

1. General principles

- 1.1 Consent to collate and hold personal details of all members (ie name of parent/s, address, contact telephone number, children/s names & ages) shall be lawfully and informatively collected upon joining CDSSG.
- 1.2 The personal membership information will be held by the Membership secretary in a secure and confidential manner on a computer database. Access to this information is restricted to Committee members & Trustees only. (A backup paper copy will also be held)
- 1.3 Each member will be asked to grant permission that their personal details held on the CDSSG membership database may be used by the Committee to forward information on any events or activities arranged by CDSSG. This permission will be reviewed every 3 years with every member. If permission is not received from a member then their personal details will be deleted from the database & paper copies to be shredded.
- 1.4 Each member will be asked to complete a permission form that promotional and publicity photos or videos may be taken when attending any events or activity organised by CDSSG.
- 1.5 Personal details of members registering to attend any event or activity organized by CDSSG will be collated in a lawful and informatively manner. The personal data relating to the attendance of members to any event or activity will be deleted a year following the date of the event.
- 1.6 CDSSG will not share the personal details of any member with any other party or organization without prior written permission.



- 1.7 Any request received from a member to view their personal data held by CDSSG will be processed by the Membership Secretary. A hard copy of all information held will be provided to the member within a month of the request being received. CDSSG Committee & Trustees will be notified.
- 1.8 A member may request for their personal data to be deleted from the CDSSG database at any time. The request will be actioned by the Membership Secretary.

Signed by: *Sheila Higgins*..... CDSSG Chair

Dated *11. May 2021.*

Date to be updated: January 2022 (Renewed annually)