

Grassington Devonshire Institute (GDI) Updated May 2021	General Data Regulation Act	Record of Processing Activity
GDPR Requirement	Description	Detail
<b>Purpose of processing</b>	To arrange and manage GDI community data	GDI use personal information to enable them to contact members individually or in group mailings in regard to Town Hall activities, events and general management of the buildings
<b>Categories of individuals</b>	<b>Members of the GDI Community which include:-</b>	
	GDI approved members Anyone who has hired or intends to hire the Town Hall GDI Trustees Other individuals who have provided their contact information, or expressed interest in GDI	
<b>Categories of personal data</b>		
	1 First name, surname 2 Business name if relevant 3 Personal email and business email if relevant 4 Contact telephone number home and/or mobile 5 Address and postcode 6 Information in relation to Gift Aid 7 Event attendance record 8	GDI hold personal details, such as name, address, contact number and e-mail so they can contact and inform members of Town Hall events. GDI will keep this information in order to contact the GDI community regarding information and events and will remove individual records upon request
<b>Special category</b>		
<b>Sensitive information</b>	Accessibility needs	GDI may ask for any accessibility requirements so they can cater for specific needs
<b>Data Management</b>		
<b>Data controller and Processor</b>	The Data Controller and Processor is the current GDI Chair (Data Manager)	Only personal data necessary for GDI to perform its member support and hiring activities is collected and is processed in accordance with this aim
<b>Data Sharing</b>	All data is accessible upon request by, but not retained by the GDI Trustees  Event attendee lists, which usually include the name, email address, and telephone number, are available to GDI event organisers, but not to organisations hiring the	GDI will keep personal details safe and only share them where GDI needs to.
<b>How long data is held</b>	Personal data may be held throughout the lifetime of the relationship with GDI. Booking data will be held for up to 13 months	Individual personal data will be removed from the GDI if requested by that individual
<b>Security measures</b>		
<b>Access</b>	Access limited to the Data Manager, Website Administrator and the Website hosting company	Cloud and platform access passwords are known only to the Data Manager. Access to the website is limited to the Website Administrator and Website hosting company
<b>Location of personal data</b>	Data for general GDI communications and events  Data for hiring purposes	Data is held on Microsoft Onedrive cloud with access that is password protected  Data is held on password protected online booking platform  Mailing lists are held on MailChimp platform with access that is password protected
<b>Lawful basis</b>		
<b>Consent</b>	Consent is assumed if personal data is provided via a business card  Consent is assumed if the personal data is publicly available through the individuals' website, company website or social media platform  Consent is contractual if the personal data is provided via the Town Hall hirer application form  Consent is contractual if the personal data is provided via the GDI membership application form and membership renewal	Completion of the form includes a check box to confirm that the individual has read, understood and agreed to the GDI GDPR Policy  Completion of the form includes a check box to confirm that the individual has read, understood and agreed to the GDI GDPR Policy
<b>Registration</b>	The GDI qualifies from an exemption to data protection registration	Information Commissioners Office
<b>Rights</b>	To be informed how personal data is used, shared and how long it's held for  To have inaccurate or incomplete data corrected  Erasure of data when no longer needed, consent withdrawn	<i>Individuals have the right to:-</i> 1) Know what personal information GDI hold on them. 2) Have inaccurate or incomplete information corrected. 3) Withdraw consent and have information deleted when it's no longer needed
<b>Who is personal data obtained from</b>	Directly from members of the GDI Community, members and hirers, or via publicly available sources such as a business website or social media platforms such as Facebook	