

Privacy Policy July 2021



Personal Data and Dorset CAN

An individual's confidentiality is protected by the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. Dorset CAN will comply with the Data Protection Act 2018 and is exempt from registering with the Office of the Information Commissioner for the purposes of data handling registration.

GDPR Rights

The GDPR regulations give individuals several rights including the following:

- **Breach Notification.** Any breaches in data security are notified within 72 hours.
- **Right to Access.** You can receive a copy of any personal data held.
- **Right to be Forgotten.** All personal data will be deleted at your request.
- **Data Portability.** Data can be transferred from one data storage system to another.
- **Privacy by Design.** Data protection is designed into all new systems from the start.
- **Data Protection Officers.** Larger organisations require a qualified data protection officer.

Personal Data

Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our members, staff and participants in our events e.g. by communicating with them and providing an interactive service. Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Privacy Policy.

Data held by the Dorset Climate Action Network includes name, location, post-code, telephone number, e-mail address and details of interests and skills relating to the work of DCAN at the time of joining. Financial data is not stored except for the purposes of receiving donations.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

Your consent

You can remove your consent at any time. You can do this by following the Unsubscribe link at the end of any email that you receive from us or by

contacting us at dorsetcan.news@gmail.com (Please put Unsubscribe in the subject line of your email.)

How is the data used?

We will use the information to:

- fulfil your requests, for example applications for membership, donations, participation in surveys and provision of information;
- process events bookings,
- provide you with information which we think may be of interest to you (for example by email)

Everyone has the right to access a copy of the information Dorset CAN holds about them. They also have a right to make an objection if they feel that Dorset CAN is not handling their data in a satisfactory manner.

Where is the data?

All data is stored either on paper or in electronic form on password protected computers. This data will be deleted once it is no longer relevant. Members can leave Dorset CAN at any time by unsubscribing. In this case, all member data is deleted from our databases and membership lists.

Who can see the data?

Data is shared between the Membership Coordinator, Team Coordinators and Action Team/Steering Group members. It is never shared with third parties or organisations for marketing purposes.

What safeguarding measures are in place ?

Dorset CAN has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental damage or loss. It has an information security policy of which the key elements are:

- The data is controlled by the Membership Coordinator and only authorised people can amend or distribute it.
- This policy is updated at least annually
- Any person handling data on behalf of Dorset CAN will ensure its physical and electronic safety.

Web site and Social Media

Dorset CAN has a Web site, and various social media accounts. In addition, the society uses other internet based organisations including Eventbrite for advertising events. These platforms may contain some personal information that has been supplied by Dorset CAN. These internet platforms and organisations are also covered by the GDPR regulations.

Note that most websites use “cookies” that contain usage information but do not identify the user individually. Users can accept or decline cookies by changing the settings in their internet browser. However, if cookies are disabled, some website features may be affected. For further information please see: www.allaboutcookies.org/manage-cookies.

Email

Information will often be distributed by email. Emails sent to the whole Dorset CAN community will be sent via “bcc” to protect the privacy of members. Distribution within teams will be at the discretion of the teams themselves and can include distribution via “cc” as an aid communication within the team.

Contact

The DCS Membership Secretary will coordinate the storage of membership data and hold any information on preferences. If you have any concerns about data security, please contact Dorset CAN using the “Contact” tab on the web site or at dorsetcan.news@gmail.com

Approval and Renewal

This Privacy Policy was approved by the Dorset Climate Action Network in July 2021 and reviewed in July 2022.

[DorsetCAN Privacy and Data Protection Policy](#) ~ [DorsetCAN Terms & Conditions](#)