



## GENERAL DATA PROTECTION REGULATIONS

In 2018 the above regulations came into force. They update the Data Protection Act and the way the Trust must work with personal data. Since Brexit the legislation has been modified slightly and is now known as UK GDPR.

Personal data is information about people that can be used to identify them, like their:

- Name
- Address
- Telephone number
- Email address
- Health details

It is a legal necessity for the Trust to keep such information safe:

- All information is kept up to date
- Personal information is only used to support the Trust's activities
- Information is only downloaded or printed when absolutely necessary
- Personal data is deleted or destroyed as soon as finished with
- Downloaded information is kept on a device that is password protected
- All printed information is kept in a secure place
- Data is not shared without the person's permission

Member's data is updated each year when their membership is renewed. If not renewed before expiry, one reminder will be sent, then if not renewed within one month, the data will be deleted from the Trust's records.

Volunteer's data has been totally renewed following the introduction of the Data Protection Act. It is the Volunteers responsibility to inform the Volunteer Secretary of any changes to their data. The Volunteer Secretary will check on a regular basis that the data held is up to date.

Crafters are asked to complete and sign an agreement. It is their responsibility to inform the Trust Secretary of any changes to their information immediately.