



## Privacy Policy

### Members

Any individual who has attended a WWCV task in the past year is deemed to be a member.

Any individual who does not attend any WWCV tasks can specifically ask to remain a member by expressing that wish to a committee member; however this request will need to be renewed each year.

Any individual who acts on the committee is deemed to be a member.

Any individual who does not attend a WWCV task for a year and is not a committee member or requested to remain a member will be deemed to have resigned.

### Data held

The secretary will hold a spreadsheet containing the list of current members and their details. The details held will be as follows:

1. Contact details. These will be one or more of the following:
  - a. Postal Address
  - b. Landline phone number
  - c. Mobile phone number
  - d. Email address
2. Whether or not the member is certified for one or more of the following skills:
  - a. Brushcutter operator
  - b. Chainsaw operator
  - c. Pesticide operator
  - d. Herbicide operator
  - e. First Aider
  - f. Task Leader
3. The certification level and expiry date of any skill certificate.
4. Each year the secretary will record, in a separate spreadsheet from the contact details, for every task the name and hours worked of all attendees.
5. If an individual opts to have expenses paid by electronic bank transfer the treasurer will register their bank details with the WWCVs bank to facilitate this. The details will not be held personally by the Treasurer.

Details of any medical condition given to a task leader at the commencement of a task will **not** be stored.

### Data life

Contact details, skills and skill certification details will only be retained as long as an individual remains a member. When an individual resigns, their details will be deleted and no archival record will be retained. However the backup files may be retained for no more than one further year.

Task attendance records (name, site and hours worked) will be retained indefinitely in the WWCV archives, currently held by the chairman.

Bank details will be deleted from the WWCVs bank once a member resigns.



## Data security

Contact details, skills and skill certification details will be held in electronic files. If these files are held on a portable device they will be password protected.

Backup copies of these files will be taken to preserve the data; however old backup data will not be retained beyond one year.

If any of the electronic files are to be transferred for any reason they will be password protected.

Printed Task Lists (see Data Access) are to be destroyed by the Task Leader once the task is completed.

## Data usage

Contact details will only be used in the following circumstances:

1. Distribution of our winter programme.
2. Invitation to our AGM.
3. Notification of any changes to tasks or cancellations.
4. Communication of any information directly relevant to tasks or WWCV membership.

## Data Access

Any committee member may ask for access to the complete membership list.

For each task, the secretary will send out a task list to each task leader containing the name and preferred contact detail for each member who has said they wish to attend the task. This is in order that they can contact the member to notify them of any changes to tasks or cancellations.

## Member contact

Members may be contacted as follows:

1. Post. Members can be contacted freely by post.
2. Email. Individual members can be contacted freely by email. Members have not consented to share their email address so any group emails to multiple recipients must be sent to you with the multiple recipients in the BCC. Committee members may send group emails to each other, consent being presumed.
3. Phone. This covers landline, mobile or text; whichever is the members preferred contact method. Members can be contacted freely but this method should only be used where direct contact is required for task notifications or the member has specifically stated this is their preferred contact method.

## Data sharing

Under no circumstances will contact details be shared with another organisation.

If an individual requests the contact details of a member, consent must be obtained from the member. Alternatively, if the requestor gives their permission, the requestors contact details may be passed to the individual so that they can contact the requestor.

## Data Protection Officer

The chairman is responsible for data protection.