

Data Protection Policy

1. Lordship Hub Co-op holds information from the following groups of people:
 - a) Members of the Lordship Hub Co-op - Contact details so that members are invited to meetings and kept informed about what the Co-op is doing.
 - b) People who have recently added their names to a sign-up sheet or via the website for one of the email lists for Friends and other Group activities - email address and phone number.
 - c) Staff employed by the Co-op - necessary personal information relating to their employment.
 - d) Volunteers - necessary personal information for safe and supported working at the Lordship Hub.
 - e) People who have used one of the contact forms on our website – we will only keep details as needed to answer their specific query.
 - f) Visitors to the Hub who have given track and trace data – contact details and time of visit.
2. Track and trace data will be kept for as long as it is needed under local public health authority guidelines. We will then dispose of the information securely – paper logs will be shredded, digital data will be deleted. We will only share the information if it is requested by a legitimate health authority.
3. People on any mailing list may ask to be removed from it and this will be actioned immediately. However, we have a duty to inform all members of meetings, as long as they wish to remain members of the Co-op.
4. We will only use your personal information to contact you for things you have expressly given us permission for.
5. We will never sell or give your personal information to anyone or any organisation.
6. If you want to check the data we have stored for you (name, address, contact details, other personal details) you may ask for a copy and we will get it to you within 7 days.

7. If you have put your details on a sign-up sheet this will be visible to other people until it is transferred to a database. Such databases will only be accessed by organisers of the LRUF Groups you have signed up to.
8. Personal information on employed staff and volunteers will be stored securely in password protected files and only be accessed by Board members and staff directly involved in staffing matters. Such people must take care that any printed documents containing personal information are not left where they can be viewed by others.

Approved by Board 22/10/2020

A handwritten signature in black ink, appearing to read 'DMorris', with a long horizontal flourish extending to the right.

Signed (Board Member) Dave Morris

Next review date November 2021