

Chesterfield Canal Trust Ltd. Personal Data Privacy Policy

1 Personal Data Privacy Policy Scope, Purpose, and Control

This Policy establishes the direction in the organisation for appropriate management of personal information of CCT individuals (employees, volunteers and members) and members of the public.

The defined owner is the Chair of the Trust.

The authorisation date of this version is 13th May 2019

This document is designated as public domain.

2 Definitions

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

The 'controller' of personal data determines the purposes and means of processing personal data. Within the Trust, the designated controller is responsible for appropriate handling of personal data.

The 'consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her

A 'personal data breach' means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed

3 CCT Principles for Personal Data Privacy

The CCT shall collect the minimum necessary amount of personal data for purposes of business operations, employee payroll, government reporting, benefit records, company compensation, and distribution of newsletters & other relevant correspondence.

The CCT shall take reasonable steps to ensure that personal data that is retained is accurate.

The CCT shall take reasonable steps to ensure that personal data that is retained is held securely and unauthorised access or use of the data is prevented.

Processing of personal data shall be lawful, fair, and transparent to the data subject.

Data subjects shall be able to give and withdraw consent, understanding that non-consent will constrain the CCT operations with relation to the data subject.

The CCT shall release personal data outside CCT only with individual's approval, except to verify employment or as required by law.

No personal data shall be collected or processed:

1. For children below the age of 16 years
2. Associated with protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity)

3. Associated with special categories of personal data (Race or ethnic origin, Political opinions, Religious or philosophical beliefs, Trade union membership, Genetic data, Biometric data, Health data, Sexual history and/or sexual orientation, Criminal data)

The rights of data subject access, transparency, information, rectification, erasure, and objection shall be supported.

All personal information shall be handled in accordance with current data protection legislation and nothing in this policy shall take precedence over current UK legislation.

4 Responsibilities

4.1 Personal Data associated with Membership

Trust membership data is the largest component of personal data handled by the Trust. The controller for this data is the designated Trustee. The purpose of the membership data is to maintain contact with members and to manage renewals of membership. Collection, processing, and storage of membership data shall comply with the CCT principles. Consent shall be obtained as part of becoming a member.

4.2 Personal Data associated with Employees

A limited amount of personal data is necessary for the effective management of employees. The controller for this data is the designated Manager of the employee. If other individuals or organisations need to know any personal data about an employee, access to such personal data shall be controlled by the Manager in compliance with current legislation and with reference to the employee where needed.

4.3 Personal Data associated with the Website

A limited amount of personal data is necessary for sales transactions online. The controller for this data is the designated Trustee. The information collected shall only be used for the purposes of administering the specific purchase.

4.4 Personal Data associated with Boat Management

A limited amount of personal data is necessary for both crew management and passenger management. The controller for this data is the designated Trustee. The information collected shall only be used for the purposes of administering the specific operation.

4.5 Personal Data shared between Individuals due to Trust Operations

Individuals (volunteers and employees) and third-parties will share their basic personal data on the basis of personal consent. All individuals shall be cognisant of the principles for personal data privacy and not share or store such data inappropriately, or make use of it for purposes reasonably judged to be outside those for which it was given.