

# **CAMBRIDGESHIRE MAMMAL GROUP**

## ***GENERAL DATA PROTECTION REGULATIONS [GDPR]***

***wef 25 May 2018***

The Group does not have to register with the Information Commissioner's Office (ICO) - this has been checked via the ICO website's 'Registration Self-Assessment' tool. However, we are advised by the ICO that we should "continue to adhere to the principles of the Data Protection Act (DPA)" and use best practice for managing information. Therefore we have worked through the required twelve (12) steps and prepared for the GDPR as follows.

1 - The members of the Group (as the decision-makers) are aware of the fact that we do not need to register with the ICO but are aware of the change in the law and that the Group will adhere to the principles of the DPA and use best practice.

2.1 - The personal data we hold on members is:

- 2.1.1 - first name
- 2.1.2 - surname
- 2.1.3 - address
- 2.1.4 - telephone number (after consent)
- 2.1.5 - e-mail address (after consent)
- 2.1.6 - level of knowledge on mammal species
- 2.1.7 - current level of related activity

2.2 - All data comes directly and solely from individual members, and is never shared with any third parties.

3 - We have produced a Privacy Policy - this is available on the website.

4/5 - Members have a right of access to personal data held about them and to request a copy of that information (for which we may charge a small fee). They also have the right to require us to correct any inaccuracies in that information. To obtain a copy of the personal data or to require a correction, please contact the Membership Secretary. Copies of the data will be supplied in a Word file. Members may have their personal data deleted by the Membership Secretary on request. When an individual ceases to be a member their data will be deleted as a matter of course. In both cases it will be done within five (5) working days (and any paper records of that membership will be destroyed in a cross-cut shredder within the same timeframe).

6 - The Group's processing activity is solely concerned with the administration of membership records and communication with members - it only obtains, records, stores and updates it (all electronically except for original joining forms), it is solely responsible for how the data is processed, and it is only processed for recreational reasons - no sharing with any third party takes place.

7 - The membership form has been reviewed and replaced by two forms (both available on the website as one document). The new consent form includes provision for the new GDPR consent requirements, i.e. our consent requests are unbundled, actively opt-in and granular, the Group is named, consent is documented, and consent is easy to withdraw. BOTH forms need to be FULLY and MANUALLY completed by a person joining the Group. If the consent form is not fully completed then neither form will be accepted. Every two years during January all the members will be asked to renew their consents - if a member does not reply their membership will go into abeyance until they reply with a fully and manually completed 'renewal of consents' form.

8 - The Group does not accept members below the age of sixteen (16) unless joining with a parent or guardian (who must then accompany them to all Group events).

9 - Any suspected data breach must be reported to the Membership Secretary as soon as practicable. This includes the accidental copying of e-mails from the Group to every member instead of blind-copying individual members.

10 - A Privacy Impact Assessment will be undertaken by the Group should it decide to change its membership records system or seek to obtain additional personal data from members for whatever reason.

11 - The Membership Secretary is the Officer responsible for data protection compliance. The Group is not required to appoint a Data Protection Officer.

12 - The Group does not carry out cross-border processing.

**The Group is not required to be registered with the ICO, is adhering to the principles of the DPA, and is using best practice for managing information. Therefore, as far as can be ascertained at present by reference to the ICO's website, the Cambridgeshire Mammal Group is as compliant as it is required to be with the provisions of the GDPR wef 25 May 2018.**