



POCKTHORPE
COMMUNITY GROUP NR3

GDPR Register of Systems

All Pockthorpe Community Group (PCG) data processing is undertaken on the legal basis of 'consent'. All information that the group holds has been given freely by the individual for one of the following reasons.

General mailing list

The Pockthorpe Community Group (PCG) limits information kept on individuals to name, email address (and organisation if relevant).

This information is volunteered by individuals by filling in a membership form, email, social media or by signing up to mailing lists at PCG events, with an option to unsubscribe at any time. The mailing list is stored on MailChimp and shared and used by the PCG secretary, the committee member responsible for volunteers and the PCG outreach officer.

The PCG stores this data in order to keep people informed of the PCG activities or associated activities we believe may be of interest and to rally volunteers for events and tasks.

Paid up PCG members and regular volunteers

A register of current paid-up members will be stored securely and updated regularly. A register of past members is kept for a maximum of 2 years and then securely deleted and/or destroyed. This is stored on a password-protected computer file and maintained by the PCG secretary.

Addresses and telephone numbers

The PCG stores addresses and telephone numbers of all members who volunteer this information on the application form.

The PCG stores addresses and telephone numbers for volunteers who do not use email and /or do not have access to the internet.

Photographs

Photographs used in PCG publicity and on social media are only used if permission is given. Parents / guardians of children are always asked before photos are taken and names are never used or divulged. An archive of photos is kept on a shared file, with access limited to the PCG photographer, outreach officer and secretary. Photos help publicise events and services offered by the PCG, and they are required by funders as proof of compliance with funding conditions.

Financial details

The PCG treasurer uses bank account records of regular payees that are stored on the PCG Co-operative Bank account online service. The PCG chair also has access to this online bank account. The treasurer also keeps names and addresses of any gift aid donors for 7 years required by HMRC.

More sensitive data

As part of our regular risk assessment procedures the PCG may ask attendees to workshops, volunteer sessions and courses for personal information in case of emergency or to deal with any relevant health and safety related risks. This might include known allergies, phobias, prohibitive health problems and food intolerances. This information will be destroyed after each event, the name and contact information kept only if requested by the individual.

All paper registers of personal data will be securely deleted and/or destroyed after 2 years maximum. The PCG management committee will carry out an annual review of all data kept to decide what needs to be stored, destroyed and deleted.

If you wish your details to be deleted from any or all PCG records please contact the group secretary via **Tony Moore**

Use of Cookies on website

Our website was built and is managed by Pockthorpe Community Group. It uses some cookies when you browse the site. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Pockthorpe Community Group website currently use just four Google Analytics cookies:

- `_utm`: lasts for user's session
- `_utma`, `_utmb` and `_utmz`: last for one year.

Google Analytics helps site owners to understand how visitors use their websites. Most websites use some sort of analytics program like this. We use the information to compile reports and to help us improve the site. The data includes things like how many people visit the site, which country they are from, how they arrived at the site, how many pages they visited, how fast the site loaded, and so on. All data collected is completely anonymous, it does not identify you as an individual in any way.

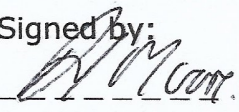
Some of our sites also use a Facebook 'Like' button. If you have a Facebook account then a Facebook cookie may record information about your visit to our site.

Most web browsers allow some control of cookies through the browser settings. To find out more about cookies visit www.all?boutcookies.org

To opt out of being tracked by Google Analytics across all websites visit:
<http://tools.google/dlpage/gaoptout>

This register of systems will be reviewed at least annually.

Last reviewed: 19 July

Signed by:  (Data Protection Officer)

 (Chair)