



### DATA PROTECTION POLICY

This policy is compliant with the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

#### GDPR PRINCIPLES TO BE FOLLOWED

**1. Lawfulness, fairness and transparency:**

*Transparency:* Tell the individual what data processing will be done.

*Fairness:* What is processed must match up with how it has been described.

*Lawfulness:* Data processing must meet one of the tests described in the Regulation. GDPR will also strengthen individual's rights including the right of access, to be informed, to rectification and to be forgotten. It emphasises making privacy notices understandable and accessible.

**2. Purpose limitation:** Personal data collected for one purpose should not be used for a new, incompatible purpose.

**3. Data minimisation:** You should only collect personal data that is relevant, and it should be limited to what is necessary in relation to the purposes for which you are processing the data.

**4. Accuracy:** You are responsible for taking all reasonable steps to ensure that personal data are accurate.

**5. Storage limitation:** Personal data should not be retained for longer than necessary in relation to the purposes for which they were collected.

**6. Integrity and confidentiality:** Organisations are responsible for ensuring that personal data are kept secure, both against external threats (*e.g.* malicious hackers – always password protect computers and documents) and internal threats (*e.g.* internal data sharing to insecure locations). Procedures must be in place to detect and report a personal data breach. GDPR brings a duty to notify the ICO (Information Commissioners Office) within 72 hours if a personal data breach is suffered.

For further information see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation- gdpr/>

## **WHAT THE VOICE FOR ARRAN WILL DO TO REMAIN COMPLIANT WITH GDPR**

- 1) Data here applies to that held in electronic format. The Voice for Arran does not hold any data in printed format.
- 2) The Voice for Arran will only use the data to inform subscribers of new editions of the Voice for Arran or other matters relevant to the circulation of the online magazine.
- 3) The Voice for Arran will at no time pass on the data to third parties.
- 4) The Voice for Arran will only hold personal data on individuals who have agreed to be subscribers to the Voice for Arran email list.
- 5) The data to be held will be that necessary to communicate with subscribers, which at a maximum will be:
  - First name and surname
  - Email address/es
- 6) The data will only be held on the Mailchimp email server.
- 7) Any subscriber at any time can ask the Voice for Arran to see the personal data held on them.
- 8) The Voice for Arran will endeavour to ensure the data is accurate and correct any errors if requested by the relevant individual.
- 9) All personal data will be deleted if the Voice for Arran ceases to exist as an entity.
- 10) In the event of a known or suspected data breach, the Voice for Arran will notify the Information Commissioner's Office within 72 hours.
- 13) When subscribing to the email list for the first time, all subscribers will be asked to agree the following statement:

“The Voice for Arran may keep a record of your contact details in accordance with the Voice for Arran’s Data Protection Policy for the purposes of informing you about new editions of the Voice for Arran and other editorial matters. The data will not be divulged to any other organisation.”

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