

Data Protection Procedure

Holding of Data

Password-protected Membership Database held by Membership Support Co-ordinator (MSC) and Treasurer in electronic form only, on password protected device.

Circulation List held by MSC, Secretary and Communications/Media Co-ordinator (C/MC) only, on password-protected device.

New Enquiries

The MSC will send a Non-Members Consent Form so that they can consent to receiving the Newsletter and other forms of communication.

On receipt of a Consent Form, the MSC will update the membership database, add the relevant information to the Circulation List and issue an updated version to the Secretary and C/MC only. An electronic copy will be held on a password-protected device, and any paper copy shredded. The data will be held as long as the person has links with PLJC.

C/MC will update Mailchimp for Newsletter. Secretary will update group email details.

Membership Application Forms

The Membership Application Form will include a Consent Form.

On receipt of an application, The MSC will scan any paper form to create an electronic copy. The paper form will then be shredded.

Electronic copies will be saved on a password protected device.

The MSC will then contact the Council for approval of the Application.

On receipt of approval from all members of the Council, MSC will update the Membership database, and the yahrzeit database if required, and send updated membership database to the Treasurer.

MSC will update the Circulation List and send to Secretary and C/MC only.

C/MC will update Mailchimp for Newsletter. Secretary will update group email details.

Leavers

Members will be asked by the Treasurer what they would like to do re: JJBS Membership.

Information will be sent to another Community if they instruct us to do so.

Members will be sent a Non-Members Consent Form to be completed if they wish to maintain contact and by what means.

MSC will update the membership database accordingly and send update to Treasurer.

MSC will update Circulation List accordingly and send to C/MC and Secretary.

C/MC will update Mailchimp for Newsletter. Secretary will update group email details.

Membership information for leavers will be retained until the end of the Membership year following the year in which they leave.

Data Subject Requests

Members and Non-Members wishing to ascertain what personal information is held by PLJC should submit a request to any Council member.

The data will be collated and supplied to the enquirer.

Data Breach Procedure

A data breach has occurred if

- Personal data has been disclosed to a third party without permission
- Personal data has inadvertently been sent to the incorrect recipient
- Personal data has been deleted accidentally or maliciously
- Personal data has been altered without appropriate authorisation
- Devices containing personal data have been accessed by an unauthorised third party
- Devices containing personal data have been lost or stolen
- Documents containing personal data have been lost or stolen

If the data breach presents a high risk to an individual's rights and freedoms, a breach must be reported to the Information Commissioner's Office within 72 hours.

If Council decides that there is no need to report a breach, the Honorary Secretary will record details of the breach and the decision not to report in the official records of PLJC.

In the event of a breach, PLJC Council will ensure that the following actions are undertaken

- Identify nature of the breach
- Identify individuals affected by the breach
- Inform person(s) affected
- Decide if breach needs to be reported to ICO
- If deemed 'reportable', the Honorary Secretary or a member of Council will inform ICO within 72 hours
- Investigate the cause of breach
- Take action to prevent recurrence
- The Honorary Secretary will record the breach in the official records of PLJC