

Members Data Protection Policy

PURPOSE AND SCOPE

The document covers the City of Chelmsford Mencap (COCM) data protection and GDPR policy.

If you have any concerns or questions on any personal data held by COCM please contact Grace Lidstone.

WHY DO COCM COLLECT PERSONAL DATA?

Personal Data held by COCM is collected with the permission of the member or members representative when starting using COCM services. This is important data that is required so that we can supply our services. For example, we collect contact details in case of emergencies, and payment details for paying for the services you use. Copies of the COCM services forms are available on request.

WHO HAS ACCESS TO MY PERSONAL DATA?

Access to your personal data is only given to staff with justified and approved business reasons. For example, staff running services can have access to dietary or medical requirements data.

COCM sometime use third party companies for different business needs, for example some of our email services are currently delivered by Google. Any third-party company that we use must follow our strict data protection rules. In addition, access to any personal data is strictly limited to justified business reasons

We never give COCM data to third party individuals or organizations unless for fully justified and approved business reasons.

The Personal data we collect is adequate, relevant to run and support our services and not excessive.

CAN I HAVE ACCESS MY PERSONAL DATA?

You have the right to see the personal data COCM has about you. Request must be made in writing to Grace Lidstone.

KEEPING DATA UP TO DATA

It is important that the personal data we hold is accurate and where necessary kept up to date. As such we may ask you to complete the service form once every year.

HOW LONG IS MY COCM PERSONAL DATA KEPT FOR?

We keep personal data while you are using the COCM services and for up to two years after you stop using the services. Note the exception to this rule is if outstanding payments are on your account or we are required to hold data for legal requirements.

Can I request my personal data is deleted?

The personal data collected is required for COCM to be able to supply its services. You have the right to request the data is deleted if you stop using COCM service.

In addition, COCM has a mailing list used to advertise services and fundraising events. You can unsubscribe to these emails at any time by clicking the unsubscribe link at the bottom of the email or contact Grace Lidstone

How secure is my personal data at COCM?

We take the security of your personal data very seriously. The COCM Computer system are installed and updated with security software to reduce the risk of unauthorised access. Access to personal data is restricted to staff that have a business need. It is a disciplinary offence for any staff member to access, copy, use or send COCM data without justification.

Who are the COCM data protection officers?

The COCM data protect officers are:

Nick.ross@cityofchelmsfordessex.co.uk

Grace.lidstone@cityofchelmsfordessex.co.uk

Last updated: 20nd April 2018