**LEWES HOUSE OF FRIENDSHIP**

**GENERAL DATA PROTECTION REGULATION: REGISTER OF SYSTEMS**

**INTRODUCTION**

In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of Lewes House of Friendship to the collection, use and management of the personal data of its members, volunteers and staff under the following headings:

* The data we collect and in what way
* How the data are stored and who has access to them
* Sharing the data
* Purpose for which the data are used
* Data removal and archiving

**THE DATA WE COLLECT AND IN WHAT WAY**

**1 Members**

On becoming a member of Lewes House of Friendship, individuals are asked to supply forename and surname, date of birth, residential address, telephone number and email address (if available). They are also asked to supply the name and telephone number of a person to be contacted in the event of an emergency.

The data are entered on to a membership card index.

The data are also entered on to an Excel spreadsheet by the trustee responsible for membership matters and updated either through the annual membership renewal process or as new data are made available throughout the year (e.g. change of email or residential address).

**2 Volunteers**

On application to become a volunteer (e.g. Trustee, Receptionist, Events Organiser etc.), individuals are asked to supply the following information – name, residential address, telephone number and email address.

3 **Staff**

Personal data are held on the employees of the House of Friendship in the form of their application forms which include full name, residential address, telephone number, email address, employment history, qualifications etc.

**HOW THE DATA ARE STORED AND WHO HAS ACCESS TO THEM**

**1 Members**

Members of the Executive Committee and the volunteers who staff the Reception desk at Lewes House of Friendship have access to the card index containing the personal data of members. The card index is held in a locked cupboard when Reception is unstaffed.

The Excel spreadsheet is held on the password protected office computer maintained by the trustee with responsibility for membership matters. The data are accessible to members of the Executive Committee.

**2 Volunteers**

The personal data on volunteers are held by the Chairman and may be shared with the Executive Committee and staff as necessary to facilitate the efficient and effective operation of the House of Friendship.

**3 Staff**

The paper application forms are stored in individual files in a locked filing cabinet. The files are accessible to the charity trustees only.

Relevant data about each individual are entered on the HMRC web-accessed database for tax and NI purposes.

**SHARING THE DATA**

The data are shared by staff and volunteers at Lewes House of Friendship as noted above.

Individual data will not be shared with any third party unless legally obliged to do so or in an emergency situation.

From time to time, it may be necessary to share the personal data of one member with another member (e.g. to facilitate transport arrangements). This will not be done without the agreement of the member concerned.

**PURPOSES FOR WHICH THE DATA ARE USED**

The data are processed on the basis of legitimate interest, primarily to facilitate the operation of Lewes House of Friendship.

**1 Members**

Data on members are used via a mix of staff and volunteers to disseminate information to members about Lewes House of Friendship and its activities.

Data on members may be used by staff and volunteers in the case of emergency to call for an ambulance or other relevant support.

**2 Volunteers**

Data on volunteers are used via a mix of staff and other volunteers (e.g. Executive Committee members) to make contact and thus enable the efficient and effective operation of Lewes House of Friendship.

**3 Staff**

Data on staff are handled by the trustees for the purpose of their employment.

Data on staff may also be used by volunteers and other staff to make contact and thus enable the efficient and effective operation of Lewes House of Friendship.

**DATA REMOVAL AND ARCHIVING**

**1 Members**

The personal data of a member who fails to renew his/her membership are kept for one further year.

If a member fails to renew his/her membership after this further year, his/her card index record is destroyed and the data are removed from the membership databas**e.**

**2 Volunteers**

The personal data of a volunteer who ceases to work at Lewes House of Friendship is removed from the Chairman’s files on resignation.

**3 Staff**

The application forms of staff members are kept on file for two years following resignation.