

Data Protection Policy

1) Introduction

1. Stogumber Community Village Shop Ltd. And 'The Shop' *website* has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We as a group may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Dropbox or Google Drive) we will ensure the third party comply with the UK GDPR. We will not share your details with any third party.
2. By providing your contact details you are deemed to have agreed to your details being shared amongst other members of the group for the specific purpose of carrying on the business.
3. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is destroyed.

3) Mailing list

1. We will maintain a mailing list of all volunteers to enable us to carry on the business of the group.
2. The data protection policy is provided on our website.
3. We will not use any mailing list in any way that those individuals on the list have not explicitly consented to.

4) Contacting volunteers who are members of the 'Volunteer Group'

1. People volunteer for 'the shop' in a number of ways.
2. We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.
3. People will be removed from the list if they have not volunteered for the group for some time.
4. Volunteers should review the Privacy and Data Policies on our website.
5. To allow volunteers to work together to and to organise within the Group, it is sometimes necessary to share volunteer contact details with other volunteers. If you do not agree with this please advise the person handling the contact list or a member of the Steering Committee.

5) Contacting members of the volunteer group Steering Committee

1. The Steering Committee need to be in contact with one another in order to run the organisation effectively and to ensure the group and company's legal obligations are met.
2. All group contact details will be shared among the Steering Committee.
3. Group members will not share each other's contact details with anyone outside of the group, or use them for anything other than 'the shop' business without explicit consent.

6) Review

These procedures will be reviewed every two years