

Winsley Weaver Data Protection

This document records how the Winsley Weaver records personal details in compliance with the General Data Protection Regulation (GDPR) applying from 25th May 2018.

The Winsley Weaver (the magazine) is a non-profit Community Magazine, managed by volunteers.

Subscription and sales

The magazine is made available by subscription and sold through local retail outlets. The magazine is delivered to the address the provided by a subscriber.

New subscribers apply to register from within the magazine, through social media, posters, fliers and by word of mouth.

Existing subscribers are invited to make a renewal. This invitation is included in the magazine. It might also be extended by e-mail, telephone or mail.

All new and renewing subscribers are asked to complete a subscription form (example: <http://www.winsley.org.uk/wp-content/uploads/2018/02/WeaverSubs2018.pdf>) and includes the following information:

Subscribers name

Address

Telephone Number

E mail address (if available)

Amount paid.

Subscriber information is contained on a database held electronically by the Winsley Weaver Treasurer (WT) in an Excel spreadsheet.

Subscription forms are held in hard copy for one year.

Subscriber information (name and address) is shared with the Distribution Manager (DM) as an electronic distribution list. The DM receives the printed copies of the magazine and allocates them to a small number of sub-distributors to deliver to the subscribers.

From time to time subscriber information will be shared with other members of the Management Team (MT) which is formed in accordance with its Constitution

(<http://www.winsley.org.uk/wp-content/uploads/2017/10/CONSTITUTION-FOR-THE-WINSLEY-WEAVER.pdf>)

Subscribers are informed that the data they provide will be held electronically by the WT and DM strictly for the purpose for delivery of the magazine.

Whenever a subscription is terminated, all personal details are removed from the database.

Editorial

The Editorial Team (ET) maintains a list of people and organisations who provide copy to be published in the magazine. It is shared only within the ET.

The ET will regularly contact those on that list for the purpose of obtaining copy for the magazine.

Those on the list are informed that the data they provide will be held electronically by the ET strictly for the purpose of publishing the magazine.

When a contributor declines to continue contributing to the magazine their details are removed from the electronic record.

Advertising

The Advertising Manager (AM) maintains an electronic record of all advertisers on an Excel

Spreadsheet which is also available on Google Drive and shared with the MT.

Information held:

Business name

Contact name

Address

E-mail and telephone number (if provided)

Invoices are rendered for new advertisers and when inviting renewals for those who take annual business listings. Copies of invoices are also stored on Google Drive and are shared with the MT. Invoices in any format are deleted after one year.

From time to time the AM will contact advertisers offering advertising opportunities.

Advertisers are informed that the data they have provided will be held electronically and hard copy (if applicable) and used for recording and managing advertising in the magazine.

Consent

In all cases positive consent for details to be held for any of the above will be obtained and a copy of the magazine's conformity to the GDPR made available electronically stored on the Weaver page on the Community Website Only those who have consented will have data stored.

Information on data held by the magazine for any individual or company can be requested from The Chairman (DPO) by e-mail or letter and a response will be made within 28 working days.

A request to correct or remove any data held may be requested by e-mail or letter and activated within 28 working days.

Confidentiality and data protection

The magazine does not sell or exchange personal details with any third parties. If further services are required explicit consent will be required before being actioned. The magazine is committed to ensuring that all information is secure. In order to prevent unauthorised access or disclosure, the magazine has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected. This includes designated Data Controller/s who are responsible for the safeguarding of personal data.

The Data Protection Officer is the Chairman of the Winsley Weaver; see:

<http://www.winsley.org.uk/winsley-weaver>

Breach Notification

A personal data breach may mean that someone other than a data controller gains unauthorised access to personal data.

All breaches of the GDPR are to be reported without undue delay to the Information Commissioners Office (ICO) within 72 hours, unless the breach is unlikely to result in any risk to the rights and freedoms of data subjects, and to the data subjects without undue delay unless a specified exemption applies.

Notifications to the data subjects will provide name and contact details of the data controller where more information can be obtained, the likely consequences of the personal data breach and the measures taken or proposed to be taken by the controller to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

