

DATA PROTECTION POLICY

JANUARY 2024

Thank you for choosing to be part of the Playing for Cake community. We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy or our practices with regards to your personal information, please contact us at dataprotection@playingforcake.uk.

The Data Protection Act 2018 controls how personal information is used by organisations and is the UK's implementation of the General Data Protection Regulation (GDPR). Playing for Cake (PFC) is responsible for any personal data we hold whether in electronic form or on paper and is required to follow strict rules called 'data protection principles'. These are: lawfulness, fairness, and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; and accountability.

In fulfilment of these principles PFC will ensure that the information it holds is:

- used fairly, lawfully and for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate and handled according to people's data protection rights
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

There is stronger legal protection for more sensitive information, such as ethnic background, political opinions, religious beliefs, health, sexual health and criminal records. None of this information is held other than some health information as part of monitoring information relating to specific project funding/classes/workshops.

To this end, PFC's data protection policy is that:

PFC will only keep personal information in order to record attendance at workshops/classes, to contact you if a class or workshop is cancelled or to inform you of a new class/workshop/event which may be of interest.

When you provide us with your personal information you are giving us consent for us to hold this information and contact you for the above reasons. Should you not consent, we request that you do not provide us with your personal information. You have the right to request a copy of any data we hold and can ask to be added to, or removed from, our databases by contacting dataprotection@playingforcake.uk or in writing to the address above.

Unless required by law or in certain emergencies, personal information will not be given or sold to third parties. PFC may use a third party encrypted Cloud Service such as Dropbox or iCloud to store personal information about class members/participants. PFC representatives may carry personal information on personal computers/devices subject to the same requirements of this policy and all such computers/devices will have password protection against unauthorised access. Should PFC need to put personal information in a written form, for example for class registers, the personal information printed will be limited to the absolute minimum required for the purpose (in the case of a class register this would be your name only). This is held by the PFC Secretary in a locked cupboard.

Class registers will be destroyed when a class finishes, whilst anyone not attending for a period of time may be contacted to check if they would like to be removed from the list.

This policy will be reviewed annually by the PFC trustees.

DATE OF NEXT REVIEW: JANUARY 2025