

THE MEETING PLACE (BOOKHAM)

Registered company No. 7817471 and Registered Charity number 1192001



DATA PROTECTION AND PRIVACY POLICY

Version No	Date	Details of changes included in update	Amendments by name and role
Original	Sept 2021	The Trustees of The Meeting Place (TMP) reapproved this Policy September 2021.	n/a
Version 1	October 2022	Version numbering commenced. Groups on whom data is held extended to include Anna Friends and Anna Chaplaincy Befrienders. Privacy Statement on website included with Data Protection Policy as Appendix 1.	MH/HW - TMP Board Members
Version 2	April 2024	GDPR Table from Volunteers Policy included as Appendix 2.	MH/TMP Board

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Data Protection Policy

The Meeting Place regards the lawful and correct treatment of personal information as very important and will endeavour to ensure that it is treated appropriately and in accordance with best practice guidance, as detailed in the Data Protection Acts 1998 and 2018 and the General Data Protection Regulations.¹

What data is held

Information on various groups of people is held by The Meeting Place:

- Volunteers/Trustees who have provided email addresses and phone numbers for general communication in connection with the management of Meeting Place activities
- Volunteers who have provided additional information required for DBS checks to be made
- Volunteers' representatives for whom a phone number has been provided to be used in an emergency involving that volunteer
- Employees who have provided information necessary to manage and support their employment by TMP

- Supporters who have provided contact details in order to receive Newsletters and other occasional publicity, and information to enable us to claim Gift Aid
- Students of the Language Hub who have provided information used for managing Language Hub classes
- Some recipients of food from the Community Fridge for whom we hold addresses and contact details to allow occasional deliveries
- Contacts of the Anna Chaplaincy team who have provided information to allow their participation in AC activities

Occasionally it is appropriate to hold medical details for individuals but this will have been supplied by the individual themselves (and therefore with their consent), to be held in their interests in case of medical emergency.

This data will be held and used only for the purposes of promoting and managing the activities of The Meeting Place (Bookham) and will not be passed to third parties. It will be destroyed when a Volunteer/Trustee/Employee/Supporter/Student/Community Fridge food recipient ceases to be involved with The Meeting Place.

It will be stored securely (in electronic and paper form), and best efforts will be made to ensure that those without appropriate need do not have access to it.

Responsibility

The Meeting Place will:

- observe fully the conditions regarding the fair collection and use of information as described in this policy
- treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- ensure that personal data on trustees, volunteers, employees and supporters is kept up-to-date when changes are supplied
- respond to reasonable requests for disclosure from an individual by providing all data we hold on them free of charge within 28 days of receipt of the request
- use reasonable measures to protect the security of personal information.

Withdrawal of consent

Under GDPR you have the right to withdraw consent to your information being processed during your time as a volunteer but only if there is no legal or contractual or legitimate interest for The Meeting Place to hold the information.

Your right to complain to a Supervisory Authority

If you have a concern regarding GDPR, please contact your Team Leader.

If, after an investigation, you still have a concern you have the right to contact the Information Commissioner's Office. Their website is ico.org.uk.

Review

This policy will be reviewed and reapproved by the TMP Board every three years.

References

1. Information Commissioners Office. (2022). *Guide to the UK General Data Protection Regulation (UK GDPR)*. Available: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>. Last accessed 17.4.22.

Appendix 1: Privacy Statement (on TMP website)

Privacy Statement (on website)

The Meeting Place (Bookham) (hereinafter referred to as “TMP”) is committed to respecting your privacy and to complying with applicable data protection and privacy laws.

You can visit our website without disclosing any personally identifiable information about yourself (although please note that we may use cookies and collect other non-personally identifiable information about your browsing activity – see below for more information).

If you do submit personal information you can be assured that we will use your personal information only to support your continuing relationship with TMP and to keep you informed about future events and services etc.

We have provided this Privacy Policy Statement to help you understand how we collect, use and protect your information when you visit our website and when you generally use the services of TMP. We wish to help you make informed decisions, so please take a few moments to read the sections below and learn how we may use your personal information.

You should read this notice in conjunction with any Terms & Conditions of use for our website.

Personal Information Collection

We endeavour to collect and use your personal information only with your knowledge and consent and typically when you make enquiries, register for information or other services from The Meeting Place.

The type of personal information we may collect could include, for example, your name and postal address, telephone numbers, email address etc. If you choose to provide us with any other personal information it will only be used in support of the intended purposes stated at the time at which it was collected, and subject to any preferences indicated by you.

How will we use your information?

We may use your information for a number of purposes which include administration (including administration of gift-aid) and sending you information about The Meeting Place services and other events.

You acknowledge that by providing data to us, you consent to the processing of your data in accordance with this Privacy Policy Statement.

However, you can contact us at any time to have your details removed from lists used by us, to update your information or to otherwise tell us how you would like to receive information about our services – the choice is yours.

When will we disclose your information to others?

We will not disclose any personal information to third parties unrelated to TMP without your consent. We may, however, be obliged to disclose your personal information to meet any legal or regulatory requirements or obligations in accordance with applicable UK or European law.

Non-personal Identifying Information (Cookies)

We may use cookies to record details such as a user identity and general registration details on your PC. This helps us recognise you on subsequent visits so that you don't have to re-enter your registration details each time you visit the TMP Website.

Depending upon the type of browser you are using, you may be able to configure your browser so that: (i) you are prompted to accept or reject cookies on an individual basis or (ii) you may be able to prevent your browser from accepting any cookies at all. You should refer to the supplier or manufacturer of your web browser for specific details about cookie security.

We may also collect non-personally identifying information about your visit to our website based on your browsing activities. This information may include the pages you browse for example. This helps us to better manage and develop our website to provide you with a more enjoyable service and experience in the future. From time to time, we may also use your information to contact you with information about TMP and its related activities. We may contact you by email, phone, fax or mail.

Information Security

TMP recognises that people are increasingly concerned about how personal information is protected from misuse and abuse and about privacy in general. TMP is constantly reviewing and enhancing its technical, physical and managerial procedures and rules to protect your personal data from unauthorised access, accidental loss and/or destruction.

Please be aware that communications over the Internet, such as emails/webmails, are not secure unless they have been encrypted. Your communications may route through a number of countries before being delivered – this is the nature of the World Wide Web/Internet. TMP cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Privacy Support

TMP reserves the right to amend or modify this Privacy Policy Statement at any time and in response to changes in applicable data protection and privacy legislation.

Appendix 2: GDPR Table (from Volunteers Policy)

The Meeting Place General Data Protection Regulation					
Personal data held	Purpose of obtaining	How it is used	How it is stored	Who has access to this data internally	Is this data sent externally
Name Address Telephone Email address Date of birth	Running TMP activities DBS contact purposes Contact in emergency details	Running TMP activities Requirement for official documentation To contact volunteer or emergency contact	In electronic file on the server and in secured volunteer files in office	Team Leaders and other volunteers as relevant.	Checking for DBS
Health information (on a need to know basis)	Risk / Safeguarding	To share with befriendees and volunteers if there is a need to know and only with your agreement	Secure volunteer files in the office	Team Leader	No