

Birse & Ballogie Community Council Data Protection Policy

Introduction

This policy applies to all members of Birse & Ballogie Community Council (B2C2) and covers our commitment to meeting our requirements to protect personal data under the Data Protection Act 2018 (also known as the UK GDPR) and the General Data Protection Regulation (GDPR). The purpose of this policy document is to explain clearly how we meet those requirements. Birse & Ballogie Community Council (B2C2) is registered as a Data processor with the Information Commissioners Office (ICO).

Background

Birse and Ballogie Community Council (B2C2) seeks to represent and promote the interests of all those in the community. Our aim is to improve the quality of life of all those living and working in the community. Central to achieving our objective is our ability to communicate effectively with all members of the community.

Key Principles

- B2C2 will ensure that all personal data held will be managed lawfully, fairly and in a transparent manner.
- Transparency will be ensured by making this policy available to all individuals on request and generally available for reference on B2C2 website
[<https://www.b2c2community.com/>](https://www.b2c2community.com/)
- The data collected has been and will continue to be obtained either from the public domain or obtained with the consent of individuals. Data may be collected from third parties who have sought permission and from specific requests made to individuals by B2C2.
- The data collected is for the sole specific purpose of communication to parties within the B2C2 area and with the approval of the B2C2 committee.
- The following purposes of communication are approved by the B2C2 committee:-
 - All communications associated with the B2C2 Resilience Plan including preparation for an emergency, response during an emergency and subsequent follow up.
 - All communications in relation to the workings of B2C2 as deemed appropriate by B2C2 committee
 - Communications outside the above categories may be specifically approved by B2C2 committee.
- The data collected will be confined to:-
 - names of residents.
 - email addresses.
 - phone numbers.
 - House addresses

- Resilience related property information eg generators with the express consent of individuals.
- B2C2 will utilise the database to generate email circulation for:-
 - B2C2 Resilience subgroup
 - Ballogie Association
- The data will be accurate and kept up to date as far as is practicable in order to fulfil the objective of communication.
- The data will be kept within a secure system with protection against accidental or unauthorised access to or unauthorised disclosure of personal data.
- All email communication will utilise the blind copy process to ensure that individuals are not informed of all the other recipients of the communication.
- All Email communications will remind individuals of their right to remove from further circulation or correct their personal details.
- B2C2 will invite questions about this policy, the data held, and the right to exercise individual data protection rights and provide contact by email at b2c2chair@icloud.com
- The data collected will not be shared with any external party or for the purpose commercial marketing.
- B2C2 will undertake an annual data review to evaluate compliance with this policy and report at B2C2 AGM.
- B2C2 will appoint a named Data Protection Officer (DPO) to provide advice, support, training, resources, and updates on all aspects of Data Protection.
- B2C2 security measures will be regularly updated, tested and reviewed to make sure that we keep personal data secure and confidential.
- Full data access will be primarily limited to the following B2C2 committee members:-
 - Chair
 - Vice-chair
 - Secretary

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