

The Oxfordshire Deaf Children's Society Privacy Policy

Introduction

Oxfordshire Deaf Children's Society (ODCS) is a registered charity (No. 297689) that provides opportunities for families with deaf and hearing impaired children to get together for mutual support and to have fun. Most of our members are parents and we have one aim in common: the welfare of hearing impaired children and their families.

Members pay an annual subscription.

The Society produces newsletters and publications throughout the year for distribution to members.

The Society's website address is: <http://www.oxfordshire-deaf-childrens-society.org.uk/>

Contact details for the Society can be found on the website.

What information we collect

The ODCS collects and processes the following data:

- Member's Contact Details

This includes Full Name of one or both parents and some or all of the following:

Email Address

Postal Address

Landline and/or Mobile Telephone Number

Name and Date of Birth of Deaf Child/ren and Hearing Siblings

Membership Year

- Member's Bank Details (for payment of expenses)
- Gift Aid details (Name and Address of Donor)
- Attendance at Society events
- Photographs

Personal Data collected for any person under the age of 18 is only done so with written consent of their parent or guardian.

What do we do with the collected information

The ODCS will hold personal details of its members for operational purposes in the members interest and will be confined to the following:

- Contact between the committee or officers of the Society and members for the purposes of advertising/managing events and meetings, collection of subscriptions, distribution of newsletters and minutes including, where applicable, electronic transmission.
- Administration of fund raising activities.
- Minutes of meetings will include names of those present and any actions or spoken participation by the member.
- Photographs of members taken and published will not usually include names but if required to, permission will be sought.
- Bank details may be held for members (usually only committee members or officers), so the ODCS can make payments for any expenses. The details are only held securely within the banking system used by the Society.
- The communication of meeting minutes and event instructions will include members' names where appropriate.
- Information provided on completed Gift Aid forms will only be used to reclaim tax.

Data Retention

Our aim is to minimise unnecessary retention of data. We keep accounting records for 7 years, in line with audit and HMRC guidelines, with all other data being deleted when it is no longer required.

<u>Data Type</u>	<u>Retention Period</u>
Member's Name	Historical record
Member's Contact Details	Maintained & deleted when membership ceases
Member's Bank Details	Deleted after a year of non-regular use
Gift Aid Records	7 Years
Accounting Records	7 Years
Administration Records	Deleted within 5 years
Photographs	Delete after Use

Disclosure

Personal information will not be shared with any third party. Certain details may, with permission, be included in the Society communications, notices or website where an individual has agreed such use for a specific purpose as a contact. (e.g. committee members or officers, those volunteering to coordinate events)

Rights

General Data Protection Regulations (GDPR), which came into force in May 2018, updates and strengthens the Data Protection Act (DPA) of 1988. Full details can be obtained from the Information Commissioners Office (ICO) who govern the DPA and the GDPR.

It is the ODCS's policy is to comply with all applicable provisions of the DPA and the GDPR.

Accurate data is of great importance to be able to maintenance a historical record of the ODCS's activities and all reasonable efforts are made to keep data secure and up-to-date.

Therefore, we will comply with all reasonable requests, free of charge, for disclosure of personal data.

Data Breach

Should it be suspected or known that a data breach has occurred, it will be investigated by the committee, in conjunction with the Trustees if necessary. The findings and resultant action will then be made known to all relevant parties.