

	<b>Document Title</b>	Information Technology Policy		
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## Sankey Canal Restoration Society

### Information Technology and General Data Protection Regulations Policy

#### 1. Statement Of Intent

The Society's policy:

- Is valid from the Issue Date until such time as an updated version is published.
- Will be reviewed every three years, or sooner if required by changes to the Society's activities, to legislation or to best practice guidance.
- Applies to all SCRS Members and Non-Members who are carrying out activities for, or on behalf of the Society, paid or unpaid. The Society does not currently employ any staff.

#### 2. Information Technology

Information Technology (IT) is a fast changing and essential part of modern day life. A variety of IT tools are used by the Society to manage its affairs, promote its activities and engage with people and organisations. It is important that Users act responsibly and they understand their legal, professional and ethical obligations.

Modern electronic devices and forms of communication are essential for the administration and smooth running of the Society. They allow for enormous amounts of data to be analysed and stored, for ideas and plans to be easily shared and for information to be passed quickly around Members, Volunteers and other stakeholders.

#### 3. Use of Own Equipment or Society Equipment

The Society recognises that most of its business is conducted by Volunteers using their own electronic devices. It is recommended that such equipment is protected by regular security and anti-virus updates and by regular housekeeping to remove expired material. If data is downloaded it should be kept secure and removed once it is no longer needed.

#### 4. Remote Users

Users may sometimes conduct the Society's business using hardware and software at a location away from their normal residence or work base, or by accessing a third party's IT system. The standards in this document still apply.

#### 5. Legislation and Confidentiality

All Users are expected to comply with relevant, prevailing legislation including the Copyright Design and Patents Act 1998, Defamation Act 1996 and Charities Act 2022. The Society engages with a variety of stakeholders including representatives of other charities, local authorities and national organisations.

Discussions and information should be treated as being confidential, unless advised otherwise by the Society Chair or by a representative of the organisation(s) in question. Users must not download software or use any copyrighted pictures or material belonging to a third party without the written consent of the material's owner.

## **6. Passwords & IT Security**

All reasonable precautions must be taken by Users to:

- Protect passwords, data and documents
- Avoid leaving unattended or unsecured devices.
- Avoid sharing sensitive information unnecessarily, or through unsecured systems such as Zoom, or allowing it to be viewed by unauthorised parties.
- Avoid introducing any form of virus into the Society's systems and platforms.

If anyone suspects a security breach they must immediately change their password(s) and inform the Executive Leadership Committee.

## **7. Responsible Use of the Internet and Social Media**

Users must not participate in any activities that could bring the organisation into disrepute. The Society is politically neutral and engages with different politicians and organisations. Personal political opinions, disagreements or favouritism should not be allowed to affect the Society's activities and reputation.

Users must not:

- Use the Society's credentials to visit sites, view or download any inappropriate or illegal material and post any such material on the Society's platforms or include it in any communications.
- Use the Society's credentials, platforms or systems for personal financial gain or immoral or illegal purposes.

## **8. Good Practice**

Local network drives and data storage sticks are vulnerable to failure or security breaches. The Society's information must be regularly backed up and held securely so that important data can be retrieved. Wherever possible, standard templates should be used when communicating by letter or email or posting Society notifications on social media platforms and such like.

Be aware that email messages are not secure. They can be intercepted, altered or archived without the sender's knowledge and passed to people other than those for which they are intended. Emails containing confidential information should be password protected or sent by secure file transfer.

Caution must be applied if unsolicited communications, telephone calls and email links or attachments are received from unknown sources. Never reveal passwords or authorisation codes. Do not share confidential personal, financial or Society information without verifying the requester and obtaining authorisation from the Society Chair.

## **9. Account Closures**

When a Trustee or a Member of the Executive Leadership Committee leaves their position, they will be requested to ensure that all Society-related computer filing, documentation, online accounts and

passwords are updated and handed over or made accessible to the Society. Access to such files and systems will be closed to the leaving person.

## 10. General Data Protection Regulations – Definitions

<b>Personal Data</b>	Any information relating to an identified or identifiable natural person.
<b>Controller of Personal Data</b>	Determines the purposes and means of processing any personal data.
<b>Personal Data Breach</b>	Breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.
<b>Data Subject</b>	An identifiable natural person is someone who can be directly or indirectly identified e.g. by name, reference number, address, online username or by factors that are specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
<b>Consent of the Data Subject</b>	Any freely given, specific, informed and unambiguous indication of the Data Subject’s wishes (by a statement or clear action) agreeing to the processing of personal data.

## 11. Principles of Personal Data Privacy

The Society will:

- Collect the minimum amount of personal data necessary for the safe, effective and legal running of the charity’s operations and finances, and for the distribution of news items and other relevant correspondence in printed or electronic format.
- Take reasonable steps to ensure that any retained personal data is accurate and held securely so that the risk is minimised of any unauthorised access to or use of the data.
- Ensure that the processing of personal data is lawful, fair and transparent to the Data Subject.
- Allow Data Subjects to give and withdraw consent (on the understanding that withdrawing consent will constrain the Society’s operations in relation to the Data Subject)\*.
- Not release personal data outside of the Society except with the Data Subject’s approval\*.
- Comply with current UK data protection legislation to the best of its ability.

\*Unless required by legislation or other similar compelling reason

No personal data will be collected or processed:

- For children below 16 years of age without the permission of a parent or guardian.
- In relation to protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity).
- In relation to special categories of personal data (race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health data, sexual history and/or sexual orientation, criminal data).

## 12. Roles and Responsibilities

### 12.1 Controller For Data

- The Controller for Data is a Trustee or Executive Committee Member; **14/09/25 Lyn Hughes.**

- The Controller will allow Others to have access to the data that they require to fulfil their roles, for example Treasurer, Membership Officer and Commercial Officer.

#### **12.2 Personal Data Relating To The Membership Database**

- The Membership Database is the Society's largest repository of personal data.
- It allows the Society to communicate with its Members, to manage membership renewals and Gift Aid declarations and to identify Members' volunteering preferences and skills. It also contains details of Non-Member supporters and donors.
- Data Subjects provide their consent by; 1) Filling in a membership application form, or 2) Making an online donation or purchase, or 3) Confirming their preferences (by written or electronic means) in response to a communication issued by the Society.

#### **12.3 Personal Data Relating To Donations and Purchases**

- A limited amount of personal data is necessary for the processing of enquiries, donations or sales transactions. The information collected shall only be used for the purposes of acknowledging or administering the specific enquiry, donation or purchase, e.g. delivery name and address.
- Online shop financial transactions will ordinarily be processed via a secure third-party payment platform. No personal financial data will be held by the Society.

#### **12.4 Personal Data Relating To Employees, Contractors, Suppliers and Volunteers**

- The Society does not currently employ any staff.
- Any personal data in relation to Contractors and Suppliers is limited to that which is necessary for the safe, effective and legal administration of the contract or for carrying out the Society's activities.
- Any personal data in relation to Volunteers is limited to that which is necessary for the safe, effective and legal delivery of the Society's activities, e.g. Work Party attendance registers, emergency contact details and training records.

#### **12.5 Personal Data Relating To Visitors**

- The Society engages with the public and other organisations to achieve its charitable aims.
- Any personal data in relation to Visitors to the Society's meetings, presentations, exhibitions, events and such like is limited to that which is necessary for the safe, effective and legal delivery of the Society's activities, for example event booking details, attendance registers and Visitors' requests for information about the Society.

#### **12.6 Personal Data Shared Between Individuals Relating To The Society Activities**

- Data Subjects (volunteers and third parties) will share their basic personal data on the basis of personal consent.
- The Society shall respect the principles of personal data privacy and not share or store such data inappropriately or use it for purposes that are different to those for which it was given.

- End -