



Dorset Climate Action Network

[Dorset CAN Web Site](#)

Privacy Policy December 2023

Personal Data and Dorset CAN

An individual's confidentiality is protected by the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. Dorset CAN will comply with the Data Protection Act 2018 and is exempt from registering with the Office of the Information Commissioner for the purposes of data handling registration.

GDPR Rights

The GDPR regulations give individuals several rights including the following:

- **Breach Notification.** Any breaches in data security are notified within 72 hours.
- **Right to Access.** You can receive a copy of any personal data held.
- **Right to be Forgotten.** All personal data will be deleted at your request.
- **Data Portability.** Data can be transferred from one data storage system to another.
- **Privacy by Design.** Data protection is designed into all new systems from the start.
- **Data Protection Officers.** Larger organisations require a qualified data protection officer.

Personal Data

Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our members, e.g. by communicating with them and providing an interactive service. Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Privacy Policy.

Data held by the Dorset Climate Action Network includes name, location, post-code, telephone number, e-mail address and details of interests and skills relating to the work of DCAN at the time of joining. Financial data is not stored except for the purposes of receiving donations.

Photographs of members, whether taken at social events or on project outings are considered personal data under GDPR and treated accordingly. Consent for the taking and use of photographs will be sought *before* taking them so that anyone can choose not to be in them.

How is the data used?

We will use the information to:

- fulfil your requests, for example applications for membership, donations, participation in surveys and provision of information;

- process events bookings,
- provide you with information which we think may be of interest to you (for example by email)

Members have the right to access a copy of the information Dorset CAN hold about them. Members also have a right to make an objection if they feel that Dorset CAN is not handling their data in a satisfactory manner.

Where is the data?

All data is stored either on paper or in electronic form on password protected computers. This data will be deleted once it is no longer relevant. Members can leave Dorset CAN at any time by unsubscribing. In this case, all member data is deleted from our databases and membership lists.

Who can see the data?

Data is shared between the Membership Coordinator, Team Coordinators and Action Team/Steering Group members. It is never shared with third parties or organisations for marketing purposes.

What safeguarding measures are in place ?

Dorset CAN has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental damage or loss. It has an information security policy of which the key elements are:

- The data is controlled by the Membership Coordinator and only authorised people can amend or distribute it.
- Data is updated at least annually
- Any person handling data on behalf of Dorset CAN will ensure its physical and electronic safety.

Website and Social Media

Dorset CAN has a Web site, and various social media accounts. In addition, the society uses other internet based organisations including Eventbrite for advertising events. These platforms may contain some personal information that has been supplied by Dorset CAN. These internet platforms and organisations are also covered by the GDPR regulations.

Note that most websites use “cookies” that contain usage information but do not identify the user individually. Users can accept or decline cookies by changing the settings in their internet browser. However, if cookies are disabled, some website features may be affected. For further information please see: www.allaboutcookies.org/manage-cookies.

Email

Information will often be distributed by email. Emails sent to the whole Dorset CAN community will be sent via “bcc” to protect the privacy of members. Distribution within teams will be at the discretion of the teams themselves and can include distribution via “cc” as an aid to communication within the team.

Contact

The DCAN coordinator will coordinate the storage of membership data and hold any information on preferences. If you have any concerns about data security, please contact Dorset CAN using the “Contact” tab on the web site.

Approval and Renewal

This Privacy Policy was approved by the Dorset Climate Action Network in September 2023 and will be reviewed yearly.