

# The Data Protection Policy of the Federation of Old Cornwall Societies

## General Data Protection Regulations

New regulations become legal on the 25<sup>th</sup> May 2018. It is the responsibility of everyone concerned to inform their members of these regulations which are relevant to their organisation. Whilst the regulations will have greater impact on organisations and companies that use and store data they also apply to societies that collect and use that information.

1. Every organisation should have a data protection policy.
2. All organisations must obtain the consent of individuals to hold and process their information.
3. Personal data can be a complex category of information which can be used to identify a person. This can be a name, address and IP address.  
The GDPS approves the use of pseudonymisation to reduce risks to the data subjects. Pseudonym data is still considered personal data and is therefore subject to GDPS.
4. Members must have the right to access their data. If someone requests their data they must they must receive that data within one month.
5. Consent must be explicit to data collected and the purpose of the use of the data. Members have the right to erasure of their data.
6. The use of inclusion of pre-ticked boxes on data collection forms is banned.
7. A person must be able to transfer their data from one electronic system to another.
8. Speakers must be asked if their information can be displayed in the society's publicity material.
9. You should inform and obtain permission of all society members if their name and data will be displayed in magazines, journals, posters, on the website or passed on to other societies.  
An example that is relevant to FOCS is the data we hold about speakers.
10. The DPO must be informed within three days if a person can be identified from published data when they have not given their permission.

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17<sup>th</sup> January 2018