

KACT Data Protection Policy

The Data and its Processing

The KACT holds data about employees, volunteers, customers and donors. The data enables the Trust to meet its objectives of Promoting, Protecting and Enhancing the Kennet and Avon Canal. This policy applies to all data held about living identifiable individuals, regardless of the specific reason.

The KACT is responsible for data processing and disclosure to third parties, only insofar as is necessary to provide services to employees, volunteers, customers and donors.

Main Data Risks

The main data risks identified are:-

- Unauthorised disclosure of data due to the diverse spread of users e.g. volunteer data held on trip boats
- Unauthorised access to internet-based data from hacking
- Data becoming out of date.

Data Privacy, Security and Protection

KACT will ensure that data is kept secure by application of relevant procedures and training.

Data Deletion

Data will be deleted when no longer required as specified in the relevant procedure.

Subject Access Requests

An individual can request to see the data held by KACT about them, subject to certain conditions specified in the relevant procedure.

Transfer to countries outside the EEA

KACT will not transfer data to countries outside the European Economic Area (EEA).

Data Disclosure

We only share volunteers' data with other volunteers as is necessary for the proper operation of the Trust and its activities.

Direct Marketing

Consent will be sought for data collection for marketing purposes e.g. news updates, fundraising etc. in accordance with the relevant procedure.

Cookies

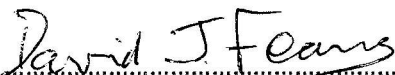
Cookies are used on the KACT websites for the correct operation of the site and to maintain login status. The purposes of the cookies we use is covered by exemption under GDPR.

Authority

This policy will be reviewed annually or as required, and is issued under the authority of the Board of Trustees of the Kennet and Avon Canal Trust (KACT or the Trust). The Trust has appointed a Data Protection Officer who is authorised to approve procedures.

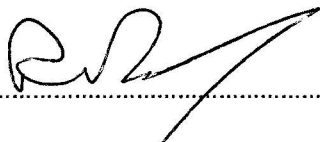
Data Protection Officer

David Fearn

 Date: 12-5-18

Chair of the Board of Trustees

Rob Dean CMG

 Date: 12/5/18