



## DATA PROTECTION POLICY

Compliance with the General Data Protection Regulation (GDPR)

Effective Date: 25<sup>th</sup> May 2018

The following was taken the website: <https://www.itgovernance.co.uk/data-protection-dpa-and-eu-data-protection-regulation> and the FWF Data Protection Policy has been formulated from the requirements identified below:

### 1. Lawful processing

You must identify and document the lawful basis for any processing of personal data. The lawful bases are:

- Direct consent from the individual;
- The necessity to perform a contract;
- Protecting the vital interests of the individual;
- The legal obligations of the organisation;
- Necessity for the public interest; and
- The legitimate interests of the organisation.

### 2. Valid consent

There are stricter rules for obtaining consent:

- Consent must be freely given, specific, informed and unambiguous.
- A request for consent must be intelligible and in clear, plain language.
- Silence, pre-ticked boxes and inactivity will no longer suffice as consent.
- Consent can be withdrawn at any time.
- Consent for online services from a child under 13 is only valid with parental authorisation.
- Organisations must be able to evidence consent.

### 3. Privacy rights of individuals

Individuals' rights are enhanced and extended in a number of important areas:

- The right of access to personal data through subject access requests.
- The right to correct inaccurate personal data.
- The right in certain cases to have personal data erased.
- The right to object.
- The right to move personal data from one service provider to another (data portability).

### 4. Transparency and privacy notices

Organisations must be clear and transparent about how personal data are going to be processed, by whom and why.

- Privacy notices must be provided in a concise, transparent and easily accessible form, using clear and plain language.

## GDPR Policy

This policy relates to the personal data that FWF holds.

1. FWF holds names (Forename and Surname) (where given) and email addresses for people who have declared an interest in remaining on the Farm Woodland Forum JiscMail email forum and who have provided their data and confirmed that they are content that we hold it as set out below:
2. FWF also holds names (Forename and Surname) (where given), email addresses, home and/or work addresses and telephone numbers of current FWF members who provided their data when they applied to join the Farm Woodland Forum.
3. Personal data in the form of names and email addresses is held in electronic form on a subscriber list in JiscMail.
4. Personal data of current Farm Woodland Forum members in the form of names, email addresses and home and/or work addresses is held in electronic form on an excel spreadsheet on a restricted drive on a secure server computer at SRUC which is protected with up to date virus and web guards and is only accessible by the Membership Secretary.
5. Personal data are held to:
  - a) Allow members of the FWF to send out information, queries and create discussion relating to farm woodlands and agroforestry to the rest of the forum members via JiscMail.
  - b) Notify mail list subscribers of events and publications of the Farm Woodland Forum and to inform subscribers of other events and projects related to farm woodlands and agroforestry.
6. FWF executive committee members' names, work addresses and email addresses are on the Farm Woodland Forum website (<http://www.agroforestry.ac.uk/committee.html>)
7. FWF will never pass on personal data to a third party or use personal data in a way not described in the policy above (no 5).
8. FWF requests 'opt in' consent from anyone wishing to be included on the JiscMail mailing list. This will be achieved by asking all current FARM-WOODLAND-FORUM JiscMail subscribers to confirm that they want to be on the list.
9. FWF uses JiscMail as a simple, effective means of sending information to people who have opted into our mailing list.

JiscMail provides a service for the UK Education and Research communities that enables the sending of email-based information to email discussion lists.

For more information on JiscMail and GDPR see

<http://www.jiscmail.ac.uk/>

<https://www.jisc.ac.uk/gdpr>

[https://www.jiscmail.ac.uk/cgi-bin/filearea.cgi?LMGT1=OWNERS-ANNOUNCE&a=get&f=/GDPR/2018-05-08\\_JiscMail\\_GDPR\\_FAQ.pdf](https://www.jiscmail.ac.uk/cgi-bin/filearea.cgi?LMGT1=OWNERS-ANNOUNCE&a=get&f=/GDPR/2018-05-08_JiscMail_GDPR_FAQ.pdf)

11. Privacy notice:

*By using the FARM-WOODLAND-FORUM list your personal data (email address, name) may be used by the list owner to manage your membership, support you in using this mailing list, to identify problems or to make the mailing list better.*

*If you post messages to this mailing list, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others. To check who else may view your message and personal data, check the mailing list archive privacy setting, which is displayed at [www.jiscmail.ac.uk/FARM-WOODLAND-FORUM](http://www.jiscmail.ac.uk/FARM-WOODLAND-FORUM).*

*Your email will continue to be subscribed to the mailing list until you ask the list owner, or JiscMail Helpline to remove your details. Any email messages you post to the mailing list will remain in the mailing list web-accessible archives, until you ask the list owner, or JiscMail helpline to remove these details.*

12. This policy will be reviewed every two years (next review May 2020).

This policy document was produced for the Farm Woodland Forum by John Holland (the FWF Membership Secretary), 21<sup>st</sup> May 2018.