



## **GDPR Register of Systems**

Introduction In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of FDT to the collection, use and management of the personal data of its members and others who interact with FDT, under the following headings:

- The data we collect and in what way
- How the data are stored and who has access to them
- Sharing the data
- Purpose for which the data are used
- Data removal & deletion.

### **The data we collect and in what way Members / Individuals on FDT's communications database.**

On becoming a member of Fintry Development Trust, individuals are asked to complete an application form and to supply name, address, email address, telephone number and website address, social media sites (if applicable).

The data is entered on to an excel spreadsheet by the Manager and updated as new data is made available throughout the year (e.g. change of name, email or residential address). Residents who leave the village of Fintry will be removed from membership on notification of leaving.

Names and email addresses are also entered by the Manager on to a Mailchimp contact database in order to facilitate the dispatch/receipt of an online newsletter. Individuals who have not signed up as Members may also opt-in and receive FDT communications.

Names and email addresses are collected either via the FDT surveys, newsletters and added to the mailchimp database.

This data is required in order to fulfil contractual obligations on both sides and in compliance with OSCR

FDT will collect full contact details (name, address, tel.no., email) of any contractors and suppliers.

The FDT Manager may collect this data when requesting contracts for FDT activities, such as leading a workshop, etc.

The data will also be shared with the FDT Treasurer who will initiate payment of invoices.

The data may also be viewed by members of the Board who may authorise said payments.

### **How the data is stored and who has access to them.**

Only the Trustees and the Manager - have access to the personal data of Members of FDT and other participants who engage with FDT activities.

The spreadsheet maintained by the Manager can be viewed by the relevant officers (as outlined above) each time it is updated.

The spreadsheet is stored in the Microsoft One drive Cloud and is password-protected.

Microsoft have committed to meeting full GDPR security requirements in their storage of customer data.

The Manager has access to the data stored on the Mailchimp database.

Digital application forms are stored by the Manager once he/she has entered the details on to the Excel spreadsheet and Mailchimp contact database and will be stored in a secure folder on One Drive.

### **Sharing the data**

The complete data set is shared solely between the parties as described above.  
The complete data set will not be shared with any third party unless legally obliged to do so.  
From time to time it might be necessary to share the personal data of one member of FDT with another in order, for example, to arrange transport to an event of one member by another.  
This will **not**, however, be done, without the agreement of the member concerned.

### **Purpose for which the data are used**

Our data is processed on the basis of legitimate interest and consent via opting-in.  
The data is used primarily as a vehicle for disseminating information about FDT and its activities.  
The membership application form specifically asks members to opt in to receiving information from FDT.

Each electronic newsletter provides the option to unsubscribe.

Data removal for a member who requests to surrender their membership, is permanently removed from the database.

If a recipient selects the option of unsubscribing on the mailchimp newsletter, the mailchimp software will automatically delete's the person's data from the mailchimp database.

DATE OF CHANGE	CHANGED BY	COMMENTS