

## **SE Cornwall CLP**

### **DRAFT Data Protection / Privacy Policy**

SE Cornwall CLP has access to two kinds of data, data which it holds on behalf of the Labour Party and uses in accordance with the Labour Party's policies and procedures, and data collected ourselves from members of the local community. This policy concerns data we have collected ourselves.

#### **Purpose of collecting data**

The main purposes for which we hold community data are:

- to inform those who have agreed to join our community mailing lists about policies, campaigns, events and opportunities to get involved with the party;
- to understand what issues are most likely to be relevant to each area; and
- to inform the development of our policy position for future elections and referendums at every level.

#### **Collection and sharing of data**

In all cases we will be clear and transparent about how we use personal information, only use it for the purposes for which it has been obtained, and ensure that appropriate safeguards are in place to maintain its security. On our website, petitions, surveys and sign-up forms we will always ask for explicit consent to hold the information we collect.

We will never sell or share personal information with other people or organisations for direct marketing, or any other purpose, without explicit consent.

#### **How we protect information**

Information on paper, such as petition or survey sheets, will only be held for as long as necessary and will be kept securely in a locked filing cabinet. For example, we temporarily hold data supplied to us by people who sign a petition, for the length of time that petition is 'live', ie. until it has been presented to the person or organisation we are petitioning.

We will provide people with the opportunity to opt-out of receiving communications from us easily and promptly, by unsubscribing.

Everyone who is involved in storing, accessing or processing data, electronically or on paper, will sign a data protection form which will be kept securely by the Data Controller.

Access to data will only be given to:

- The Data Controller of SE Cornwall CLP;
- Elected officers of the CLP and of its branches who would normally be given access to member data held centrally by the Labour Party, i.e. the Secretary and Vice-Chair (Membership) / Membership Secretary;

- Local members whom it has been agreed shall have access to the data for a particular purpose, following a minuted decision at a meeting of the CLP, its Executive Committee, or one of its branches;
- Where a decision is taken at branch level or a branch officer is concerned, the access to data shall be for that branch only.

### **Data processing, the Data Controller and their responsibilities**

SE Cornwall CLP will register with the Information Commissioner's Office (ICO) and keep its registration up to date.

The Registered Data Controller for SE Cornwall Labour Party is the Secretary. The Data Controller is legally responsible for ensuring that adequate physical, policy based and technological internal controls are in place to ensure we comply with data protection legislation.

Any members of SE Cornwall Labour Party when collecting, processing and retaining community data should do so according to the provisions laid out in this policy, and any instructions given by the Data Controller.

### **Rights of those whose data we hold**

People who have joined our mailing lists have the right to be informed about how SE Cornwall Labour Party collects and uses their personal data. They have the right to request access to their data, and also have the right to request that their data be erased, corrected, or its use restricted. We will comply with any such requests following the procedures laid out in the Labour Party's Information Governance policy.

### **Breaches of Confidentiality**

If there is a data breach which has led to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, then the Data Controller, on the advice of the Labour Party's Data Protection Officer, must assess if the potential breach is likely to result in a risk to the rights and freedoms of data subjects. If such a result is likely, the potential breach must be reported to the Information Commissioners Office.

### **Contacting us and further information**

This data protection and privacy policy will be made available on our website. SE Cornwall Labour Party's Data Controller can be contacted directly by emailing [secretary@laboursecornwall.org.uk](mailto:secretary@laboursecornwall.org.uk) or writing to:

SE Cornwall Labour, 25 Melbourne Rd, Liskeard PL14 4JD

The Labour Party's Privacy Policy and further information can be found at <https://labour.org.uk/privacy-policy/>