

LEICESTERSHIRE CHINESE BRUSH PAINTING (LCBP) GROUP DATA PROTECTION POLICY

Leicestershire Chinese Brush Painting (LCBP) group complies with the UK Data Protection Act (DPA) 2018 and the EU General Data Protection Regulation (GDPR).

NOTE: the UK DPA 2018 is the UK's implementation of the EU General Data Protection Regulation (GDPR). As of the date of this document, UK & EU requirements are aligned.

LCBP Organiser/s will define and maintain appropriate policy and procedures to be compliant with UK Data Protection legislation while also monitoring compliance.

LCBP will hold and process only the minimum data necessary for the completion of its duties (data minimisation), as well as limiting the access to personal data to ONLY those needing to process personal data.

This document is made available on the Double Happiness MH website [LCBP](#) page so that our policy is publicly available. A statement of compliance will be included on group emails.

GDPR ROLES

The GDPR Data Controller is the LCBP Organiser/s.

Data Processors can be any LCBP Organiser using the data.

NOTE 1: A controller is the entity that determines the purposes, conditions and means of the processing of personal data, while the processor is an entity which processes personal data on behalf of the controller. A data subject is any LCBP member, prospective or ex-member.

NOTE 2: A Data Protection Officer (DPO) is not required for LCBP. DPO appointment will be mandatory only for those controllers and processors whose core activities consist of processing operations which require regular and systematic monitoring of data subjects on a large scale or of special categories of data, or data relating to criminal convictions and offences.

REFERENCES

- <https://gdpr.eu/>
- <https://ico.org.uk/for-organisations/guide-to-data-protection>
- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/consent/>

LCBP DATA PROTECTION SCOPE

This policy & procedures apply to:

- a) LCBP Contacts & activity Databases
- b) emails to LCBP group members/prospective & ex-members
- c) [Double Happiness MH](#) website (which includes the [LCBP](#) group page).

This Policy and Procedures applies to the data for all LCBP group members, whether in the UK, EU or overseas.

LCBP has no members under 16 years of age. Therefore, currently, parental consent is not required.

LCBP GROUP MEMBERSHIP DATA

MEMBERSHIP DATABASE CONTENT

The LCBP Attendance spreadsheet & Contacts contain:

- a) Each member
- b) Name
- c) Address
- d) Phone number(s)
- e) e-mail address (if available)
- f) Regional group membership (if applicable & known)
- g) workshop payment status

The above data is classed as personal data in GDPR terms. It is not "sensitive personal data" in GDPR terms.

NOTE: Personal data is any information related to a natural person or 'Data Subject', that can be used to directly or indirectly identify the person.

MEMBERSHIP DATABASE PURPOSE

The data is the minimum required by the LCBP Organisers in order to inform members and prospective members of workshops, and send out notices etc.

This data is used for the efficient running of the LCBP group and will not be shared with any person outside the group. Data are maintained for LCBP administration only.

COLLECTING PERSONAL DATA

Personal data is collected from students at or before workshops. We can also collect data on paper OR more usually, online via the website OR by direct email.

NOTE: Once transcribed to the LCBP contacts, paper data is destroyed.

The following text is used on the LCBP webpage:

Contact Information & Data Protection

Contact information that is recorded following contact, is required by the LCBP Organisers to inform LCBP members of meetings, send out notices etc.

This data will only be used for the efficient running of LCBP and will not be shared with any person or agency outside LCBP.

CONSENT

Attendance at LCBP workshops requires up-front payment of the workshop fee. Payment may be made by cash, cheque or via Bank Transfer. In all cases, payment is taken as confirmation of consent to keep appropriate personal data. This consent is unambiguous.

NOTE: Consent must be clear and distinguishable from other matters and provided in an intelligible and easily accessible form, using clear and plain language. It must be as easy to withdraw consent as it is to give it. Explicit consent is required only for processing sensitive personal data - in this context, nothing short of “opt in” will suffice. However, for non-sensitive data, “unambiguous” consent will suffice.

NOTE: “unambiguous” consent does not have to be “explicit” – it can be implied by an “affirmative action”. Paying is “affirmative action” and thus is “unambiguous” consent.

Consent is thus obtained from all attendees regularly. Typically, this is on a termly basis with there usually being three terms throughout a year.

The LCBP Organiser/s maintain a record of payment status in the LCBP Oadby Attendees Google sheet: this is effectively the record of consent to hold appropriate data.

LCBP GROUP MEMBERSHIP DATABASE MANAGEMENT

The master copy of Workshop Attendance is a Google Sheets file.

The master copy of full contact information is a Google Contacts file and is maintained on a rolling basis by the LCBP Organiser/s.

DISTRIBUTION & SHARING

The distribution of contact information is highly controlled. The information is tied to only one master LCBP Organiser account, for their information and for practical use e.g. emailing relevant CBP information. The exception to this is a Partner account which has access to data as a backup in extremis. This is covered GDPR-wise by a Google Partner Account policy.

STORAGE

The master sheet and contacts are stored on the cloud tied to the LCBP Organiser/s Google One accounts. These are password protected and covered by 2-step verification.

Each LCBP Organiser ensures that their client computer, smartphone or tablet is password protected, has the latest Chrome Browser as well as up-to-date security software installed.

PERSONAL DATA REQUESTS

Individual LCBP members have the right to request a copy of their personal data, free of charge, in an electronic format.

Response to such requests would be carried out by the LCBP Organiser/s emailing them the whole of their applicable row from the master sheet and possibly a vCard from the Google Contacts database.

Response must be within 30 days of receiving the request. Such requests will be recorded in fields in the Google Contacts database.

UPDATING DATA

Any LCBP group member may notify the Organiser/s of a change of data at any time, by phone, email or letter. Any such change is implemented in the Master sheet and Google Contacts database. The old data is deleted from these.

If an LCBP group member does not wish their data to be stored in the Database, it is not possible for them to be members of LCBP, as they cannot be provided with the service or benefits which LCBP provides. Such a request would be double-checked to ensure that the implications are understood.

DELETION

Previous baselines of the database may be retained by LCBP Organiser/s for up to 3 years in order to be able to check payments and interest in LCBP matters. LCBP will not use this old data for anything other than internal administration.

NOTE: Data Erasure, the right to be forgotten, entitles the data subject to have the data controller erase their personal data and cease any further use of the data. The conditions for erasure, as outlined in article 17, include the data no longer being relevant to original purposes for processing, or a data subject withdrawing consent.

When an LCBP Organiser leaves the group, they must delete any and all copies of the Sheet and Contacts, and confirm this by e-mail to the remaining LCBP Organiser/s.

If an LCBP group member requests that their data be deleted from the current database, then they can no longer be a member of LCBP, and their membership will cease. They will be reminded that this is the case (by email or phone or letter) before removal from the database.

BREACH NOTIFICATION

If the LCBP database is accessed or copied by an entity outside LCBP AND is likely to “result in a risk for the rights and freedoms of individuals” then LCBP Organiser/s will notify all group members within 72 hours of first having become aware of the breach.

LCBP Group members with email addresses will be notified by email.

LCBP Group members without email addresses will be notified by phone or letter.

EMAILS TO LCBP GROUP MEMBERS

The LCBP Organiser/s communicate with members by email in 2 ways:

- a) Individual emails, or emails to small numbers of members who already know each other
- b) Bulk emails to the whole or a large part of the membership.

Emails to individuals or small numbers use email addresses from the membership database in a way which is visible to all recipients.

Bulk emails are sent to inform members of events or information of relevance to LCBP or Chinese Brush Painting. They use email addresses from the membership database. The email addresses must be used as Blind Copy (bcc), so that they are NOT visible to any recipient.

THE DOUBLE HAPPINESS LCBP WEB PAGE

WEBSITE DATA

Member information from the database is NOT used on the LCBP web page.

The LCBP web page may use the following personal data:

- a) links to publicly available information such as websites & contact email addresses
- b) email addresses for some teachers
- c) members' names attached to their paintings.

PUBLICLY AVAILABLE INFORMATION

Links to information such as websites and contact email addresses are provided to aid searching for CBP teachers and classes.

As such information is already made publically available by the teachers or groups, no explicit permission or management is required.

EMAIL ADDRESSES FOR TEACHERS

Email addresses which are not otherwise publicly available are only used where specifically agreed with the individual. Permission is given by email.

MEMBERS' NAMES

Members' names may be used to identify their paintings on the web page: paintings will be identified by given name plus surname initial only.

COMPLIANCE MONITORING

The LCBP Organiser/s will monitor compliance at least annually over the Christmas holidays. This will check:

- a) Security status of LCBP Organiser/s laptops
- b) Consent status for database entries
- c) Requests for copies of personal information
- d) Confirmation of deletion of old membership data
- e) Review of any breaches or issues.