



## **GDPR/Data Protection Policy**

### **CORA (Community of Reading & Artistry) Book Club**

#### **Introduction**

The Community of Reading & Artistry (CORA) Book Club is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and protect personal information in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

#### **Legislation**

This policy is in accordance with the following legislation:

- **General Data Protection Regulation (GDPR):** EU regulation that provides guidelines for data protection and privacy in the European Union and the European Economic Area.
- **Data Protection Act 2018:** UK legislation that supplements the GDPR and provides additional data protection rules.

#### **Policy Statement**

CORA Book Club is dedicated to:

- Ensuring that personal data is collected and processed lawfully, fairly, and transparently.
- Collecting personal data only for specified, explicit, and legitimate purposes.
- Ensuring that personal data is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- Keeping personal data accurate and up to date.
- Retaining personal data only for as long as necessary for the purposes for which it was collected.
- Ensuring that personal data is processed securely to protect against unauthorised or unlawful processing, accidental loss, destruction, or damage.

#### **Scope**

This policy applies to all staff and volunteers of the CORA Book Club and any individuals whose personal data we process.

## Data Collection and Use

### 1. Data Collection

- Personal data is collected from staff, volunteers, members, and other individuals as necessary.
- Personal data may include names, contact details, addresses, email addresses, and other relevant information.

### 2. Lawful Basis for Processing

- Personal data is processed based on one or more of the following lawful bases:
  - Consent: The individual has given clear consent for their data to be processed for a specific purpose.
  - Contract: The processing is necessary for the performance of a contract with the individual or to take steps to enter a contract.
  - Legal Obligation: The processing is necessary for compliance with a legal obligation.
  - Legitimate Interests: The processing is necessary for the legitimate interests of CORA Book Club, provided these interests are not overridden by the individual's rights and interests.

### 3. Data Use

- Personal data is used only for the purposes for which it was collected.
- Data may be used for communication, event management, membership administration, and other club activities.

## Data Protection Rights

Individuals have the following rights regarding their personal data:

- **Right to be Informed:** Individuals have the right to be informed about the collection and use of their personal data.
- **Right of Access:** Individuals have the right to access their personal data and request copies.
- **Right to Rectification:** Individuals have the right to request the correction of inaccurate or incomplete personal data.
- **Right to Erasure:** Individuals have the right to request the deletion of their personal data.
- **Right to Restrict Processing:** Individuals have the right to request the restriction of processing of their personal data.
- **Right to Data Portability:** Individuals have the right to obtain and reuse their personal data for their own purposes.
- **Right to Object:** Individuals have the right to object to the processing of their personal data.

## Data Security

- Personal data is stored securely to prevent unauthorized access, loss, or damage.
- Security measures include password protection, encryption, and secure storage systems.
- Staff and volunteers are trained on data protection principles and practices.

## **Data Breach Response**

- Any data breach will be reported immediately to the Book Club Coordinator.
- Steps will be taken to contain and mitigate the breach.
- Individuals affected by the breach will be informed, and a report will be made to the Information Commissioner's Office (ICO) if required.

## **Monitoring and Review**

This policy will be reviewed annually to ensure it remains compliant with current legislation and continues to meet the needs of the CORA Book Club.

## **Contact Information**

For any questions or further information regarding this policy, please contact:

**Book Club Coordinator** Email: [info@cora-bookclub.co.uk](mailto:info@cora-bookclub.co.uk) Phone: 07520640928