

Basingstoke Transition Network
Data Protection Policy
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1. Definitions
 - (a) BTN – Basingstoke Transition Network, a campaigning and enabling group;
 - (b) Members – those who have expressed an interest in BTN to the extent of joining the general email list;
 - (c) Committee members – those who attend the monthly business meetings regularly or have agreed to be included in mailings to this group, including officers of BTN and ex-officio members e.g. Council employees and Councillors;
 - (d) Website – BTN’s website currently at <http://www.basingstoketransition.org>
 - (e) Personal data, Sensitive personal data, Data Controller – all as defined by the Information Commissioner’s Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>
 2. Purpose of Data Use and Storage by BTN
BTN as a campaigning and enabling organisation maintains personal data to:
 - (a) Provide information about its activities and those of relevant other organisations to members;
 - (b) Plan, co-ordinate and invite members to take part in actions;
 - (c) Enter into contracts with other parties for the provision of services;
 - (d) Provide legally required information to other parties;
 - (e) As basis for aggregated (anonymised “statistical”) information to support its campaigns.
 3. Data held and policies
 - (a) Members
BTN holds the minimum data required to run a campaigning and enabling group. Members join by providing their name and email address to the website “sign up” form or in person e.g. at public events, or by contacting an officer. The email addresses are used for the sending of newsletters and general emails in blind copy i.e. not shared with other members. Members’ email addresses and any other personal information we receive about them are shared with other members only with the member’s consent. Members may at any time ask, by emailing the BTN Data Controller, to have their details removed from BTN’s database; BTN endeavours to do this before the next general mailing to members, and does not share members’ details after receiving such a request.

Photographs of members taken at BTN events are not made public without the member's explicit consent.

(b) Committee members

The above for "Members" applies to Committee members. In addition, Committee members agree to be included in the Committee email address list maintained by the secretary, in which email addresses of other members are shown to all members; hence they will receive communications from the secretary and "reply-all" communications or individual communications from other Committee members. Committee members forwarding emails to outside parties (including members not on the Committee) use blind copy to include the whole Committee in such emails.

(c) Third Parties holding BTN data

BTN enters into agreements with third parties that hold personal data of BTN members and Committee members. BTN to its best ability enters into contracts only with third parties with adequate data protection policies, particularly where personal data are stored on overseas or fourth-party sites.

- i. Bank - Officers will, and Committee members may, be required to provide personal information, including sensitive information, to the Bank holding the BTN bank account. In particular the Treasurer and Bank Signatories will be required to provide sufficient information for the Bank to accredit BTN as a valid user and establish themselves as signatories on the account – this may include a credit check of one or more officers.
- ii. Online payment service provider – The Secretary or nominated officer maintains the account with the provider, providing personal information as necessary. Individual donors' personal information is shared only with the treasurer.
- iii. Newsletter provider – BTN's newsletter provider has data from BTN consisting of the list of email addresses of Members and personal and payment details of an individual who engages and pays for the service and reclaims the money from BTN.
- iv. Internet Service Provider (ISP) – BTN's ISP provides under contract with BTN the facilities for display of BTN's website and associated services, including link to BTN's online payment service provider and "sign-up" facility for BTN newsletter and members' communications. Neither BTN nor the ISP will share with third parties personal data submitted to the website by BTN members with the expectation of privacy, including email addresses and information necessary to make an online payment. Personal information or images do not appear on public pages except where permission has been explicitly granted, and BTN will delete any such information once its usefulness is over. BTN officers may have to submit personal and payment information to the ISP for the purpose of maintaining the contract.
- v. Social Media Providers – BTN officers posting in official capacity on social media do not impart personal information without the subject's explicit permission. BTN is not responsible for individual posts on its social media platforms but responds promptly with corrections when errors or breaches of confidentiality are notified to it.

4. Data Controller

The Secretary of BTN acts as the data controller. All data-related enquiries should be addressed to secretary@basingstoketransition.org.