



Viewfield Garden Collective

Data Protection Policy

Version: 2.0

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Amendment History

Version	Date	Author	Comments
0.1	31/05/20	Lucy Cooke	Draft
1.0	06/07/21	Alison McLaggan	Initial trustee review
1.0	21/02/22	Isabel McLeish	Trustee edits
1.0	29/11/22	Alison McLaggan	Trustee review and policy update
2.0	26/07/25	Nicholas Crutchley	Garden Manager Update for Accessibility/Awaiting Trustee Approval



Introduction

Viewfield Garden Collective (VGC) is committed to safeguarding the rights and privacy of individuals. To fulfill our work, we must collect and use certain types of personal data. This information is securely handled in compliance with the **General Data Protection Regulation (GDPR)**, which replaced the **Data Protection Act 1998 (DPA)** on 25th May 2018.

Personal data—whether held digitally or on paper—includes names, contact information, meeting records, and photographs. VGC is the **data controller**. All staff, trustees, and volunteers are personally responsible for processing data in accordance with this policy.



Purpose of this Policy

This policy outlines the procedures VGC uses to protect personal data and comply with GDPR obligations.



GDPR Principles for Data Processing

Personal data must be:

- **a)** Processed lawfully, fairly, and transparently

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- **b)** Collected for explicit, legitimate purposes
 - **c)** Adequate and limited to what is necessary
 - **d)** Accurate and kept up to date
 - **e)** Retained only as long as necessary
 - **f)** Securely protected against unauthorized access or loss
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Key GDPR Requirements

- **Explicit consent** must be obtained for each purpose of data use
 - Individuals hold a "**right to be forgotten**"
 - Right to **request copies** of all data held
 - Data breaches must be reported to the **Information Commissioner within 72 hours**
 - Increased penalties for non-compliance
 - **Privacy by design** must be embedded in systems from inception
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Current Data Sets Held by VGC

- **Contact File:** Membership details including names, addresses, emails
 - **Members Email List:** Managed via MailChimp for bulk communication
 - **Social Media Followers:** People following @viewfieldgardencollective
 - **Trustees List:** Statutory details including trustee roles
 - **Application & Review Forms:** Stored securely in OneDrive and physically
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Responsibilities

VGC, as data controller, must:

- Collect and use data fairly
- Specify its usage clearly
- Limit data collection to necessary purposes
- Uphold individual data rights
- Implement appropriate security
- Respond promptly to data requests

Trustees and staff must fully understand their role in upholding this policy. Volunteers involved in handling data receive training and sign a declaration of compliance.

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Informed Consent Practices

VGC ensures:

- Data subjects know why their data is needed
- They understand its intended use and consequences of withholding
- Consent is given freely and with understanding
- Information is sufficient for informed agreement

Data Storage and Security

- Access to data is restricted to authorized personnel
- Records are kept only as long as necessary
- Data is securely destroyed when no longer required
- VGC ensures all retired systems have data irrecoverably removed

Data Sharing

VGC does **not** share personal data with third parties.

Data Subject Access Requests

Requests will be fulfilled within **one calendar month**.

Risk Management

Volunteers, staff, and trustees can be personally liable for misuse of personal data. This policy is designed to minimize risks and protect VGC's reputation.

Destroying Personal Data

Personal data will be securely destroyed when no longer needed for its original purpose.

Further Information

Questions should be directed to the **Chair** via:

 **admin@viewfieldgardencollective.org**

Visit the **Information Commissioner's Office**: ico.org.uk

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