



# JIGSAW

Worcestershire Mental Health  
Relative & Carer's Support Group

## Jigsaw Register of Systems

Dated: 30<sup>th</sup> November 2020

### Introduction

In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of Jigsaw to the collection, use and management of the personal data of its members under the following headings:

- The data we collect and in what way
- How the data are stored and who has access to them
- Sharing the data
- Purpose for which the data are used
- Data removal and archiving

### The data we collect and in what way

On becoming a member of Jigsaw, individuals are asked to complete a paper or online membership form and to supply their:

- Name
- Email address
- Address
- Telephone number

Note: Not all members provide all of the above data. It is not compulsory.

### How the data are stored and who has access to them

**Paper membership forms:** These are initially stored in a locked cabinet with the Secretary. The forms are scanned, and the PDFs uploaded to Dropbox (a secure password-protected online file storage system). Once on Dropbox, the paper forms are then shredded.

**Online membership forms:** When a member completes one of these, the data is automatically added to a secure password-protected online spreadsheet.

Names and email addresses are also entered by the Marketing/Website Manager into a password-protected Mailchimp contact database to facilitate the dispatch and receipt of an online newsletter.

Only the Chair, Secretary, Treasurer and Marketing/Website Manager have access to the above online members' personal data.

## **Sharing the data**

The complete data set is shared solely between the officers as described above.

The complete data set will not be shared with any third party unless legally obliged to do so.

From time to time it might be necessary to share the personal data of one member of Jigsaw with another in order, for example, to arrange transport to a concert of one member by another. This will not, however, be done, without the agreement of the member concerned.

## **Purpose for which the data are used**

The data is processed on the basis of legitimate interest.

The data is used primarily as a vehicle for disseminating information about Jigsaw and its activities.

The membership application form specifically asks members to opt in to receiving information from Jigsaw.

Each electronic newsletter provides the option to unsubscribe.

## **Data removal and Archiving Practice**

All membership data is to be reviewed annually around the time of the Annual General Meeting and any data of members that have not been to meetings for 5+ years nor have read or opened any electronic newsletters is deleted from all of Jigsaw's databases.

Every year an email will be sent to all the members to remind them to let Jigsaw know if their contact details have changed. This is made explicit at the bottom of the paper and online membership forms.

Jigsaw shall ensure that personal data is kept for no longer than necessary by maintaining and following its Data Retention Policy.

*~ END OF POLICY ~*