

The General Data Protection Regulation (GDPR) replaces The Data Protection Act 1998

Personal data will only be kept for specific SCA Ltd working purpose; updated on regular basis and removed when people/contacts are no longer involved in the business.

Individuals have a right to obtain a copy of their personal data and / or request removal at any time. The website will have a link to the policy.

The Company Secretary will report any breaches to the Information Commissioner's Office (ICO).

	Data held	Purpose	How & by whom is it processed	Basis for processing	How is it stored	Security / Access	Action required
Shareholders	Names, addresses & some emails	Administration	Held by Secretary Email & by letter	Company business	Electronically & Paper	Electronic: on password, protected computer with back up Paper: in secure area	Kept up to date
Volunteers	Names, addresses, emails & tel. nos.	Administration	Held by Board member Email & telephone	As above	As above	As above	As above
Employees	Personal employment details + bank details	Legal PO security clearance & Payroll	HMR&C Subpostmaster, HR Board member & Treasurer	Legal	HMR&C + PayROO Electronically & paper	As above	As above
Contracts	Names, addresses & emails + bank details of some	Correspond & administer	Board members	Company business	Electronically & paper	As above	As above
Suppliers	As above + bank details of some	Correspond & Administration	Board members	As above	As above	As above	As above
Grant Applications	Full contact details + emails	To process applications	To respond to & process grant applications Held by board members	As above	As above	As above	As above