

CIVIC PRIDE
...Rossendale



Data Protection and Privacy Policy

V0.1

07/01/2026

1. Introduction

As a charity Civic Pride Rossendale (CPR) is exempt from the General Data Protection Registration (GDPR). Nevertheless, the charity still has to comply with the provisions of the Data Protection Act 1998. CPR respects the privacy of our volunteers and supporters and employs best practice to protect their data.

2. Definitions

The minimum possible information about our volunteers and supporters is saved; this is normally restricted to names, telephone numbers, addresses and email addresses.

Names and email addresses for bulk communication to keep our volunteers and supporters informed of the latest news regarding our activities are stored on password protected software created by Mail Chimp and can only be accessed by the designated authorised officers. A facility to opt out of further communications is available to volunteers.

Photographs of volunteers may be published on social media (Facebook and Instagram) or other avenues of communication (Grass Cuttings and Weekly Whereabouts). If any volunteer has objections about their image being used, for any reason, **they must advise us of that by emailing info@civic-pride.org.uk**.

See also the CPR Social Media Policy regarding the use of Facebook and other social media channels.

3. Legislation

A record is kept by the Finance Officer of all donations (other than anonymous donations) made to the charity. This is done in order to claim Gift Aid. The record consists of the name and address of the donor, the date donated and the amount. Gift Aid forms are maintained and stored by the Finance Officer as required by HMRC.

We will not share personal details without the permission of the individual concerned. Individuals have the right to view their personal details and we will respond to all requests to do so in a timely manner.

Passwords will be changed annually or immediately following the resignation of an authorised user.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, we will promptly assess the risk to people's rights and freedoms.

This policy supersedes any previous publication and will be reviewed annually.

Dated 07 January 2026

Policy agreed at Trustees meeting on 12 January 2026

Change Record

Date of Change:	Changed By:	Comments:
✓ 15/01/2024	C Hocking	Policy approved by the Trustees at their meeting
03/01/2025	C Hocking	Minor changes to wording
07/01/2026	R Thomson	Formatting only
12/01/2026	C Hocking	Policy approved by the Trustees