

## Cornwall Astronomy Society (CAS) Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

As a Society our aim is to provide a service to astronomical enthusiasts. Whilst we will strive to maintain accuracy of data held, we are aware that we do rely on individual members to update their details on our database in order to keep the personal data accurate.

**Notwithstanding the above: CAS is committed to:**

- Ensuring that we comply with the data protection principles that are listed below.
- Meeting our legal obligations of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Collecting and processing personal data only in order to meet operational and contractual needs or fulfil legal requirements.
- Establishing appropriate retention periods for personal data.
- Providing adequate security measures to protect personal data.
- Ensuring that a nominated officer (Data Controller) is responsible for data protection compliance.
- Ensuring that all nominated data processors are made aware of good practice in data protection.
- Ensuring that queries about data protection is dealt with effectively and promptly as laid out by GDPR.
- Regularly reviewing data protection procedures and guidelines.

### Data protection principles

- Personal data shall be collected, processed and used fairly and lawfully.
- Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area The items above are our basic tenants of data protection.

Your personal data is used to build the address lists used to contact members and distribute relevant information (e.g. information on meetings, events, newsletter, etc.). Any member may have their details removed at any time on request.

Useful Websites:

Data Protection Act 2018: <http://www.legislation.gov.uk/ukpga/2018/12/contents>

Information Commissioners Office (ICO) <https://ico.org.uk/>

ICO – Your Data Matters: <https://ico.org.uk/your-data-matters/>

This policy is reviewed regularly and was last updated April 2020. If you have any questions or need further information please contact the CAS via [info@CornwallAS.org.uk](mailto:info@CornwallAS.org.uk).