



# Welcombe Radio

Stratford upon Avon, Our Community on the Radio

# Privacy and Data Protection Policy

**Why it is important that you read this document so that you can understand Welcombe Radio's commitment to this policy.**

Each of us is now legally bound by the changes in law brought in in 2018 and as an organisation working in the realm of communications we need to be aware of:

- how we handle data.
- what we can do and can't do.

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### Introduction:

At the time of writing Deputy Commissioner Steven Wood of the Information Commissioner's Office (ICO) stated, "The 25 May introduction of the legislation is not a hard cut off point, but more a checkpoint on the road to compliance." <sup>1</sup> In addition he pointed out that some aspects of GDPR remain to be clarified and the accompanying ePrivacy legislation is still working its way through the European courts.

So, Welcombe Radio will continue to develop its Privacy and Data Protection Policy, as Elizabeth Denham, the UK Information Commissioner, recommends, using the resources available for small businesses on the ICO's website.

Our volunteers should not unduly worry about GDPR, as Elizabeth Denham says, "There's so much misinformation out there. I want to be clear that this law is not about fines. It's about putting the consumer and citizen first. It's about doing good things by data subjects because innovation is not sustainable without public trust." <sup>2</sup> This is what Welcombe Radio will continue to do for our volunteers and community.

Welcombe Radio has developed this policy in light of the changes to the Data Protection Act 1998 and General Data Protection Regulations from 25th May 2018. All contacts are processed in accordance with this policy. Contacts will be notified if there are any changes to this policy.

- This policy will be made accessible to all volunteers.
- It can be found on our website [www.welcomberadio.co.uk](http://www.welcomberadio.co.uk) .
- The Welcombe Radio lead for Privacy and organisational policy is the Station Manager.

### 1.00: Privacy Policy and Opting In to receive information from Welcombe Radio

1. WR collects personal information (e.g. name, address, email, telephone number) when you communicate with us. This may be in the form of emails, letters, phone calls and the completion of forms (electronic or otherwise). We use personal information to contact you by post, telephone or email, but we will never sell or disclose any information you provide to us to any third party other than for the purpose for which it was collected. Your information is held electronically on a secure server and paper records are kept securely by the Administrator.
2. Third party recipients of names and addresses may be used and will be organisations to print and distribute communications such as Annual General Meeting papers, Newsletters, etc.
3. The processing of personal data for direct contact with our volunteers may be regarded as carried out for a legitimate interest and is of benefit to volunteers e.g. to send volunteers

information about Welcombe Radio such as AGM papers, Newsletters, Programme Schedules and events we may hold.

4. We will also use volunteer's information to process subscriptions and to seek payment for events where an entry payment is required.
5. You have the right to seek confirmation as to whether personal data concerning you is being processed, and, where that is the case, access to that personal data (Article 15 of the REGULATION (EU) 2016/679). Contact, [welcomberadiosua@gmail.com](mailto:welcomberadiosua@gmail.com) or phone 07714 868088.
6. We will retain and archive volunteer information however if you have any concerns about the way Welcombe Radio handles your personal information contact, [welcomberadiosua@gmail.com](mailto:welcomberadiosua@gmail.com). If Welcombe Radio is unable to resolve your information rights concerns you can raise your concern with the Information Commissioner's Office, (<https://ico.org.uk>).

## 2.00: Use of Cookies

Cookies are small pieces of data created when you visit a website and stored on your computer's hard disk. Cookies do not harm your computer.

The cookies we set on our site are "session cookies", which means that your log-in details are stored temporarily in your computer while you move around the site. They are essential if you wish to use that part of the site. Session cookies are deleted when you log out, close your browser or exit from the Internet.

We also use Google Analytics and other such sites which sets their own cookies to collect information on how you use our website, such as which pages you go to most often and if you get any error messages. We only use these cookies to improve how our website works. These cookies do not collect any personal information.

You can set your computer not to accept cookies. However, if you do this, it may limit ease of access to features of the site.

## 3.00: Log Files

Log files are maintained by our Internet hosting service and allow us to record visitors' use of the site. Log files do not contain any personal information. Log file information is combined from all our visitors and is used for statistical purposes.

## 4.00: Availability

We will endeavour to ensure that the Welcombe Radio website is available 24 hours a day, however we reserve the right to suspend or cancel this site at any time. We also cannot guarantee uninterrupted service due to technical or other reasons outside of our control.

## 5.00: External Links

Links from this website to other sites are for information only. We are not responsible for, nor endorse any content of any site we link to, nor can we guarantee that these links will work all of the time and we have no control over the availability of linked pages.

## 6.00: Security

We will take reasonable steps to ensure that any data sent electronically to us via this site is stored and processed by us in accordance with the Data Protection Act 1998 and General Data Protection Regulations from 25th May 2018. However, you accept the risk that data sent electronically to us via this site may be intercepted before reaching us or accessed from our data storage by unauthorised third parties, who may exploit this unlawfully.

Date:

Station Manager: \_\_\_\_\_

## Bibliography and References:

1. ICO: 'There's so much misinformation out there' on GDPR by John Leonard. Published, 01 March, 2018. <https://www.computing.co.uk/ctg/news/3027593/ico-theres-so-much-misinformation-out-there-on-gdpr>
2. ICO: 'There's so much misinformation out there' on GDPR by John Leonard. Published, 01 March 2018. <https://www.computing.co.uk/ctg/news/3027593/ico-theres-so-much-misinformation-out-there-on-gdpr>

## Document History:

Version Number	Author	Purpose/Change	Date
0.1	Graham Musson	Draft for discussion	30/03/2018
0.2	Peter Keynton-Hook	Completed draft	29/12/2018
0.3	Chris Last	Editing Check	30/12/2018
0.4	Peter Keynton-Hook	Double Editing Check	08/01/2019
0.5	Peter Keynton-Hook	Editing Front Cover	16/02/2019