

Nailsworth Community Land Trust

c/o Nailsworth Town Council, Town Hall, Old Bristol Road, Nailsworth, GL6 0JF info@nailsworthclt.org.uk

Nailsworth Community Land Trust: GDPR Policy and Procedure

Registration

Nailsworth Community Land Trust does not have to register as the data it holds is only processed to establish, or maintain membership or support. The data is held in a password protected database file.

Membership Data held on computer: completed membership forms are shredded once entered

Item	Notes
Submitted Date	Date on form
First name	
Last name	
Address line 1	
Address line 2	
Town	
Postcode	
Email address	
Telephone	
Details can be shared	Yes / No
Signed	Yes / No
Date	Date entered
Membership no	Sequential number generated on input

Purpose this data is held

As a record of membership of the CLT, to establish, or maintain, membership or support
Addresses and email addresses are used for communication with members
Phone numbers may be used to contact members to check the addresses and email addresses for communication

Retention period

for the life of the CLT

Data Controller

Jonathan Duckworth, Treasurer, Nailsworth CLT, jonathan@nailsworthclt.org.uk
Holds the membership records in an encrypted, password protected database file

Data Protection Officer

Ian Potts, Chair Nailsworth CLT, chair@nailsworthclt.org.uk
Holds a back-up of the membership records in an encrypted, password protected Excel file

Recipient(s) of the personal data

In order to ratify the membership of the CLT in May 2016 Stroud District Council received a list of members with the following details

First name
Last name
Town
Postcode