

Manna Family

Data Protection Policy 2025

1) Definitions

1. Personal data refers to information that can be used to identify an individual. This data can be stored either electronically or on paper and includes not only written information but also images and audio recordings.
2. Data protection involves the measures an organization takes to safeguard individuals' rights and privacy. It ensures compliance with the law when collecting, storing, using, amending, sharing, destroying, or deleting personal data.

****Responsibility****

The management committee holds the overall and final responsibility for data protection. They are responsible for overseeing activities and ensuring that this policy is implemented and upheld.

All volunteers must adhere to this policy and related procedures in every aspect of their work for the group.

3) Overall policy statement

1. The Manna family needs to keep personal data about its members, volunteers, and supporters to carry out group activities.
2. We will collect, store, use, amend, share, destroy, or delete personal data only in ways that protect individuals' privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store, and use the minimum amount of data necessary for clear purposes and will not collect, store, or use data that we do not need.
4. *We will collect, store, and use data only for the following reasons:*
 5. - Purposes for which the individual has given explicit consent,
 6. - Legitimate interests of our group,
 7. - Contracts with the individual whose data is being processed,
 8. - Compliance with legal obligations,
 9. - Protection of someone's life, or
 10. - Performance of public tasks.
11. We will provide individuals with details of the data we have about them upon request.

12. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
13. We will endeavour to keep personal data up-to-date and accurate.

****General Data Protection Policy****

We are committed to securely storing personal data.

We will maintain clear records of the purposes for collecting and holding specific data to ensure it is only used for those intended purposes.

We will not share personal data with third parties without the explicit consent of the individual involved unless we are legally required to do so.

We will make every effort to prevent data breaches. In the event of a data breach, we will take steps to recover any lost or shared data. We will also evaluate our processes to understand how to prevent future occurrences. Any serious data breaches that may risk an individual's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, as well as to the affected individual.

To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

4) Review

This policy will be reviewed every two years

Date May 2025

Next review May 2027

Signature ComplianceGary Crick

Data Procedure

Manna Theatre Company 2024

1) Introduction

1. Manna Theatre company has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3) Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive , publicity and fundraising appeals from Manna.
2. When people sign up to the list *(We use Mailchimp) we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages, and will only send them messages which they have expressly consented to receive.
3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.

4. We will provide information about how to be removed from the list with every mailing.
5. We will use mailing list providers who store data within the EU.

4) Selling merchandise

1. We make and sell audio dramas and books people complete an order form on our website, which includes providing a name and address for items to be delivered to.
2. When ordering, people will be asked if they wish to be added to our mailing list (see section 3). If they do not opt to be on the mailing list, their details will be deleted within one month of processing their order, and will not be used for any purpose other than communicating with them about their order.

6) Contacting volunteers

1. Local people volunteer for Manna in a number of ways.
2. We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.
3. People will be removed from the list if they have not volunteered for the group for 12 months.
4. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
5. To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

7) Contacting Volunteers

1. The Volunteers need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Volunteers contact details will be shared among the group only
3. Volunteers will not share each other's contact details with anyone outside of the committee, or use them for anything other than Manna Theatre group without explicit consent.

8) Review

These procedures will be reviewed every two years

Date.....