

Data Protection Policy



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Definitions

Charity	Mansfield & Sutton Astronomical Society CIO
GDPR	The UK General Data Protection Regulation
Responsible Person	The Society's IT Coordinator (Michael Williams)
Register of Systems	A documented register of all systems or contexts in which personal data is processed by the Charity, including but not limited to digital platforms, spreadsheets, databases, and physical records.

1. Data protection principals

The Charity is committed to processing data in accordance with its responsibilities under the UK GDPR and the Data Protection Act 2018.

Article 5 of the GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely to prevent unauthorised access, loss, or damage.

2. General provisions

- This policy applies to all personal data processed by the Charity.
- The Responsible Person is accountable for ongoing compliance with this policy.
- This policy shall be reviewed at least every 2 years.

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- The Charity is registered with the Information Commissioner's Office (ICO) as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- The Charity maintains a Register of Systems to document all data processing activities. This is a Google Sheets document titled 'Data Protection - Register of Systems' and is accessible by the Committee only.
- This Register is reviewed at least annually.
- Individuals have the right to access their personal data. Requests will be fulfilled in a timely manner.

4. Lawful Bases for Processing

Data will be processed based on one of the lawful bases defined by the UK GDPR:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests (see ICO guidance for more information).

Where consent is used, opt-in consent will be recorded, and clear methods for revoking consent will be provided and honoured.

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5. Data minimisation

- The Charity ensures personal data is adequate, relevant, and limited to what is necessary.
- Personal data no longer of legitimate use will be deleted within 90 days of the end of the financial year.

6. Accuracy

- Reasonable steps will be taken to keep data accurate and up to date.
- Members are responsible for informing the Secretary in writing of any changes to personal information, at secretary@sherwood-observatory.org.uk

7. Data Retention and Archiving

- The Charity has an archiving policy reviewed annually.
- Common data retention periods:
 - Member contact information: up to 2 years after membership lapses
 - Visitor logs: 1 year
 - Financial records: 7 years
 - Access logs: 2 years

8. Security

- Personal data is stored securely using up-to-date software.
- Access is limited to committee members and protected with two-factor authentication.
- Secure deletion processes ensure irrecoverable erasure.

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- Regular backups and disaster recovery measures are in place.

9. Breach Handling

- Any breach involving personal data will be promptly assessed.
- Where risk to individuals is identified, the breach will be reported to the ICO in accordance with legal requirements (more information on the ICO website – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>).

10. Data Subject Rights

Under the UK GDPR, individuals have the following rights:

- To be informed
- Of access to their data
- To rectification
- To erasure ("right to be forgotten")
- To restrict processing
- To data portability
- To object
- Not to be subject to automated decision-making (not applicable in our case)

Requests to exercise these rights should be sent in writing to the Secretary at secretary@sherwood-observatory.org.uk

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11. Questions About Your Data

As a Registered Charity, Mansfield and Sutton Astronomical Society is duty bound to collect and maintain personal information in order to administer the affairs of the Society.

The Society will operate in accordance with the provisions of the UK GDPR and the Data Protection Act 2018.

This means

- We have to tell you what personal data we collect.
- We have to tell you why we collect that data.
- We have to ensure we do not keep personal data for any longer than is necessary.
- We have to maintain the data to ensure it is accurate and fit for purpose.
- We have to ensure that data is accessible only by authorised persons.
- We have to tell you who we will disclose your personal data to and why.
- You have a right to inspect the data that we hold about you.
- You can object to the Society processing your personal data.

What personal data does the Society collect?

- For members of the Society we will collect your name, postal address, and telephone number.
- For junior members we will collect your name, date of birth and postal address.
- We may collect other contact information (for example e-mail addresses) if you wish to provide this data.

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- As a result of your membership of the Society other personal data will be generated; this will include records of payments made by you to the Society and, if you are a swipe card holder and/or authorised telescope user, your activation of door access and use of telescope.

- If you visit the Society we will collect your name and the reason for your visit. We may also collect the area where you have travelled from and how you heard of us/the event you are attending.

Why does the Society collect this data?

- We have to collect a minimum amount of information to maintain membership records and to enable us to send notices (for example of the Annual General Meeting) to members as we are legally bound to do.
- The Society needs to record information on the number of visitors and the areas they live; this is for the use of funders who monitor the number of visitors benefiting from certain awards made.
- To allow the Society to monitor the effectiveness of public outreach advertising.
- The Society will not use your personal data for the purposes of direct marketing or for any automated decision-making.

Will the Society disclose personal data to anyone else?

The Society will only disclose personal data:

- To other members of the Society – but only if we have your permission to do so.
- Where we are obliged to do so by law or are directed to do so by the Courts.

How can I see the personal data the Society holds about me?

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You should write to the Secretary (secretary@sherwood-observatory.org.uk) asking for a copy of the personal data the Society holds about you. You should state clearly if you wish to see a record of payments.

12. Objecting to Processing

You may object to the processing of your data if it could cause substantial damage or distress. Objections must be submitted in writing to the Secretary. A response will be issued within **21 days**.

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13. Review and Version Control

This policy is reviewed every 2 years or upon changes in legislation or practices. Updates will be communicated to members via official Society channels (via email from the Secretary or via the monthly Event Horizon newsletter).