



GS7 Green Synergy Data Protection Policy

Purpose of the Policy

Green Synergy is committed to ensuring that the charity's policy framework is inclusive, responsive, robust and accountable. The organisation believes that sound policies in the defining the policy and procedures the charity will operate and abide by when managing data and information. This will significantly benefit the overall efficiency of the operations for Green Synergy and promote the best interests of its service users, employees, volunteers, Trustees, members, partners / stakeholders and voluntary officers.

Statement of Policy – This policy defines Green Synergy data protection policy framework to ensure the effective and safe management of data and personal information. The policy forms part of Green Synergy internal and external service delivery principles and the charity's internal governance management and arrangements and is in accordance with the Charities Commission England and Wales.

Policy Principles – Green Synergy needs to ensure that certain information about members, staff, trustees, volunteers and other people that we come into contact with (same with employees and other users) so that we can monitor performance, progress and health and safety for example. As Green Synergy also works with children and young people, the charity needs to be especially careful about protecting their data as they will be less aware of the risks to people holding and processing their data.

A key principle of the policy is to ensure the confidentiality lawful and correct treatment of personal data. It is also necessary to process information so that staff can be recruited, projects organised and legal obligations to funding bodies and government complied with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this Green Synergy must comply with the Data Protection Principles set out in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. It fully endorses and adheres to the principles of data protection.

Data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful process and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for that purpose.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

In line with GDPR, Green Synergy is committed to upholding the additional rights for individuals to:

1. Be informed – through a privacy notice or similar of how their data will be held on what basis and for how long.
2. Access – the right to view your data
3. Rectification – the right to change data that is incorrect or outdated
4. Erasure – the right to have your data erased
5. Restrict Processing – to change how your data is processed or managed
6. Data Portability – to move your data or potentially download it
7. Object – to object to how your data is used

Data Protection Policy

Green Synergy and all staff or others who process or use any personal information must ensure that they follow these principles at all times. In principle the status of the policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by Green Synergy. Any failure to follow the policy can therefore result in disciplinary proceedings and potentially legal action against them (as well as Green Synergy) in light of a data breach. This policy should be read in conjunction with Green Synergy Privacy Statement.

Any person associated with Green Synergy (Member, staff, trustee, volunteer etc) who considers that the policy has not been followed in respect of personal data about themselves or other people should raise the matter with the designated data controller (Chief Executive).

What is personal data?

Personal data is information that relates to an identified or identifiable individual. If it is possible to identify an individual directly from the information you are processing, then that information may be personal data. This may involve photos or video footage.

If you cannot directly identify an individual from that information, then you need to consider whether the individual is still identifiable if it were put together with other information you hold or that is held in the public domain (on social media for example). Pseudonymised data can help reduce privacy risks by making it more difficult to identify individuals, but it is still personal data.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



If personal data can be truly anonymised, then the anonymised data is not subject to the GDPR. It is important to understand what personal data is in order to understand if the data has been anonymised.

How does Green Synergy collect information from you?

We get information about you from sign up, participation and application forms if you are a young person taking part in our programmes or if you have applied for a volunteering role or job with us. We might also get information from you if you sign up to our website, sign a publication rights consent form or when you sign up to receive newsletters and other correspondence.

What type of information is collected from you and how it is used?

The personal information (data) Green Synergy collects might include your name, address, email address, demographic, education, employment information and health details if we are working with you as a young person, volunteer or member of staff. If you are a participant in the programme or have been interviewed by Green Synergy the organisation holds your photo and comment you have made. Green Synergy may also collect financial details from you if you are a donor. What exactly we collect, why we collect it and how long we will hold the information is details according to who you are below.

Individual Rights to Data Processing and Management

All staff, members, trustees and other users are entitled to:

- Know what information Green Synergy holds, understand the basis for why the data is held, know how it processes the information, who sees the information and how long the data will be held for.
- Know how to gain access to it and ask for it to be deleted if they wish.
- Know how to keep it up to date.
- Know what Green Synergy is doing to comply with obligations under the 1998 Act and GDPR.

Individual Rights to Access, Change or Erase Information

Staff, Trustees, Members and other users of Green Synergy services have a right to access, move, amend, erase or object/change how their data and media content containing them is processed or managed any personal data that is being kept about them either on computer or in certain files.

Any person who wishes to exercise this right should inform the Data Controller by emailing info@greensynergy.org.uk

Green Synergy aims to comply with requests to personal information as quickly as possible, but Green Synergy will ensure that it is provided within 40 days.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



Data Consent

In most cases, Green Synergy has a contractual obligation to collect and hold information on the staff, volunteers, trustees and young people we work with and therefore we don't need to gain their consent. However, the charity does require parental consent to hold the data of any person under the age of 16.

There are instances however, such as holding and using an individual's photo or contacting young people, members of the public or previous staff/volunteers to keep them updated on new developments and opportunities to stay engaged which will require an individual's consent. Where consent is required, the organisation will in addition to the measures above, ensure that consent has been:

- Informed (as per our criteria above)
- Freely given
- Specific about what we are asking consent for
- Clearly affirmed

Green Synergy will therefore provide all staff, members, Trustees and other relevant users with a privacy notice when they hand any data to us. This will state all the types of data Green Synergy holds and processes about them, and the reasons for which it is processed. Green Synergy will do this at the point of data being handed over and will aim to review this once every three years.

In some cases, if the data is particularly sensitive, express consent must be obtained. Agreement to Green Synergy processing some specified classes of personal data is a condition of employment/duties. This includes information about previous criminal convictions.

Some paid roles within the charity will bring applicants into contact with children and young people. Green Synergy has a duty under the Children's Act and other enactments to ensure that members of staff are suitable for the job. Green Synergy also has a duty of care to all staff, trustees and members and must therefore make sure that employees and those who use Green Synergy facilities do not pose a threat or danger to other users.

Therefore, all prospective staff, Trustees and volunteers will be asked to consent to their data being processed when an offer of employment/role is made. A refusal to sign such a form can result in the offer being withdrawn.

Media Consent

Part of our mission is to share the activities that have taken place on our community gardens, and this is often captured by photographs, audio content, film content and print work. We take special

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



care to ensure that young people are never over identified with surnames and photographic permission sought in advance of any content being published.

Retention of Data and Media

Green Synergy will keep some forms of information for longer than others and we review our retention periods for personal information on a regular basis.

The charity is legally required to hold some types of information to fulfil our contractual obligations to funders (for example we hold information on Lottery-funded projects for 6 years) or statutory obligations (for example the collection of Gift Aid).

Green Synergy will hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. At the end of that period personal data files will be deleted or anonymised.

The charity will only contact a young person, individual, member of the public or previous member of staff after the end of the retention period if we have been expressly told that the person would like contact with us after the end of project. This consent will be revised once every 5 years.

Content on social media platforms as part of specialised historical pieces or evergreen content posting.

Green Synergy will need to keep information about staff for 8 years for insurance purposes. This will include information necessary in respect for pensions, taxation, potential or current disputes or litigation regarding the employment and information required for job references.

Responsibilities of Staff and Trustees

Responsibilities for their Own Data

All members of staff/Trustees and other users are responsible for keeping their own data up to date by:

- Checking that any information they provide to Green Synergy in connection to their employment/duties are accurate and up to date.
- Informing Green Synergy of any changes to information, which they have provided.
- Informing Green Synergy of any errors. Green Synergy cannot be held responsible for any errors unless Green Synergy has been informed of them.

Responsibilities for other people's data

Staff, Trustees and volunteers who have access to the personal data of other staff, volunteers, young people or members of the public we come into contact with will be a Data Processor in the context of the Act and GDPR.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



This means that:

- they are personally responsible and liable for the security of the personal data they deal with.
- if they are responsible for a breach of personal data both they personally and Green Synergy could be held responsible for the data breach and fined accordingly.
- staff must process data only in accordance with the instructions of Green Synergy as Data Controller.
- staff must implement appropriate working practices and technical measures to ensure the confidentiality of the others' Personal Data and it's protected against accidental destruction or loss.

Members and other users' obligations

Members and other users must ensure that all personal data provided to Green Synergy is accurate and up to date. They must ensure changes of address etc. are notified to the appropriate staff.

Data Security

All members of staff/Trustees are responsible for ensuring that as few copies of a person's personal data as possible and that it is kept securely to the best of their ability. This means that all data kept on paper should be:

- Kept in a locked filing cabinet; or
- Kept in a locked drawer; or

If the data files are digital, they should be:

- password protected; or
- kept on a drive/ in an online folder which itself passworded

Staff should keep the systems and hardware used to access personal data safe and secure. This means they should:

- a. Ensure that phones, tablets or computers are locked with a password/ pin or other authentication passcode.
- b. ALWAYS lock computers, laptops, tablets or phones when they step away to do something else, even if they are working in the office.
- c. NEVER share password for computer log ins, shared drives or other systems.
- d. In the event of further COVID-19 pandemic restrictions / lockdowns, the data should still be storage on the shared drives drive.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



Personal information SHOULD NOT ever be disclosed either orally, in writing or accidentally or otherwise to any unauthorised third party. Staff/Trustees should note that unauthorised disclosure will usually be a disciplinary matter and may be considered gross misconduct in some cases. It may also result in personal liability for the individual staff member/Trustee.

IT Troubleshooting

If staff are using a computer or other piece of IT hardware or Green Synergy system that only has a general log in and is shared with other people, they need to be especially careful to avoid storing personal data. Data must be well passworded and locked when you step away from the computer. If this is that case and its Green Synergy hardware, please contact the Office and Finance Manager to organise having your own log-in set up.

Compliance

Compliance with the 2018 Data Protection Act and GDPR Act 2018 is the responsibility of all members of Green Synergy

Any deliberate breach of the data protection policy may lead to disciplinary action being taken, or access to Green Synergy facilities being withdrawn, or even criminal prosecution and fines by the ICO.

Any questions or concerns about the interpretation or operation of this policy should be taken up with the designated data controller.

Third-Party Access to Member / Users Data

This information is also used by Green Synergy to find out who the charity is most successful at working at and to show evidence to partners and funders that we work with the young people we say we are good at working with. We might also use the information to help us decide how to market our programmes. Under certain circumstances personal information may be disclosed to authorised third parties such as funders. Examples include reports on individual member progress or demographic information of groups to their funding bodies.

Code of Practice

- a. Personal data is collected and collated in a responsible and accountable fashion.
- b. Personal data is to be processed only when there is a clear purpose for doing so in compliance with the General Data Protection Regulations (2018).
- c. Green Synergy will only process personal information with the clear and recorded consent of the individual. Staff are responsible for ensuring that any personal data that they hold is kept securely in accordance with the charity's data storage policies.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



- d. Personal Information is not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- e. All team members and service users are entitled to know what information the organisation holds on them and why we have access to the information and are informed about what the organisation is doing to comply with its legal obligations.
- f. Green Synergy has a duty under the Children Act 2006 to carry out appropriate Police Record checks and disclosure of personal information will be handled correctly and stored securely. Criminal Record information will only be disclosed to certain other people as defined within the Police Act 1997.
- g. The names of Board of Trustees are published in the Annual Report and on the Charity Commission and Company's House website as statute and where the law requires such data to be made public.
- h. Personal data should never be stored at staff members' homes, whether in manual or electronic form, on laptop computers or other personal portable devices or at other remote sites. Under the COVID-19 pandemic, the data should still be stored on the shared drives.
- i. Personal data in manual form, such as paper, files, correspondence, or database printouts, will not be left in full view and will be locked away.
- j. Staff members working with personal data will be made aware by their line manager of the purpose for which the data is processed.
- k. Personal information must not be disclosed either orally or in writing or via web pages or by any other means, manual or electronic, accidentally, or otherwise, to any unauthorised third party. Occasionally, some categories of data are routinely or from time to time released through one or more forms of publication.
- l. Green Synergy has a duty to retain some staff data for a period of time following their departure from the organisation. This is mainly for legal reasons but also for other purposes such as being able to provide references, or for financial reasons, for example relating to pensions and taxation. Different categories of data will be retained for different periods of time.

Data Record Disposal Policy

- a. When a record containing personal data is to be disposed of, the following procedures will be followed:
- b. All paper documentation containing personal data will be permanently destroyed by shredding.

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



- c. All computer equipment or media that is to be sold or scrapped will have had all personal data completely destroyed, by reformatting overwriting.

Type of Record	Minimum Retention period	Reason for Length of Period
Personnel files including training records, notes of disciplinary and grievance hearings and appraisal forms	8 years from the end of employment	References and potential litigation
European Funding Applications and documents	13 years	
Letters of reference	8 years from the end of employment	References and potential litigation
Application forms/interview notes	At least 6 months from the date of the interviews	Time limits on litigation
Income Tax and NI returns, including correspondence with the Tax Office	At least 6 years after the end of the financial year to which the records relate	Income Tax (Employment) Regulations 2018
Statutory Maternity Pay records and calculations	As above	Statutory Maternity Pay Regulations 1986
Statutory Sick Pay records and calculations	As above	Statutory Sick Pay Regulations 1982 and The Statutory Sick Pay (Medical Evidence) Regulations 2021
Wages and salary records	6 years	Taxes Management Act 1970
Accident books, and records and reports of accidents	3 years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979, RIDDOR 2013
Health Records	During employment	Management of Health and Safety at Work Regulations 1999
Health Records where reason for termination of employment is connected with health, including stress related illness	3 years	Limitation period for personal injury claims
Police Record Checks	Disclosure and record of disclosure shall be kept for no longer than is required for the purpose. No later than six months after the date on which recruitment or other relevant decision have been taken.	
Volunteer references and data	For as long as the volunteer is involved with the organisation.	

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk



Review date: 26/08/2027

Document Control:

Policy Details			
Policy	GS7 Green Synergy Data Protection Policy		
Version	Date of Review	Reviewed by	Approval
V1	2019	CEO	2019
V2	21.09.2022	CEO	Trustee Basecamp Portal
V3	03.10.2022	CEO	Trustee Basecamp Approval Process
V4	20.09.2023	CEO	Trustee Basecamp Approval Process
V5	17.09.2024	CEO	Trustee Google Drive Governance Portal
V6	12.09.2025	CEO	Trustee Google Drive Governance Portal
V7	26.08.2026	CEO	Trustee One Drive Governance Portal

Using community gardening to support people to socialise, learn and thrive

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 8399741

Email: info@greensynergy.org.uk Web: www.greensynergy.org.uk