



Data Protection and Security Rules

Kent Landholders Assisting Wildlife (KLA W) falls outside the requirements to register with ICO under the 2018 data protection act. However, KLA W members take data protection seriously and have adopted the best practices required under current data protection legislation.

1 Personal Data

The following are rules relating to data protection, and in particular the holding of personal details required for completion of the application for both Landholder Membership and Supporter Membership.

- 1.1 Only three officers of KLA W have access to the actual data provided during membership application. These officers are: Chair, Secretary and Treasurer.
- 1.2 The Chair holds the position of Data Controller.
- 1.3 The Secretary holds the position of Data Processor.
- 1.4 Data will be held in an Excel spreadsheet held on a password protected Dropbox folder, accessible only by the KLA W officers.
- 1.5 Intentional breach of KLA W Data Protection rules results in termination of membership within seven days of the chair becoming aware of an intentional breach.
- 1.6 Any personal data collected for KLA W use, by KLA W members, shall not be used for any purpose other than that agreed when the data is collected.
- 1.7 No data shall be shared with any other person or organisation, unless special arrangements are made with the individual providing the data.
- 1.8 Special arrangements for sharing data shall be written, not verbal (either hard copy or electronic).
- 1.9 A copy of the agreement on sharing data shall be securely held and when no longer required destroyed/deleted within seven days of the data no longer being required, including membership details.

2 Intellectual Property

KLA W uses and publishes the data, text, images and audio (usually but not exclusively via the KLA W online web site and Facebook). The following applies:

- 2.1 Intellectual Property (including copyright) used or published by KLA W is normally owned by KLA W, typically donated to KLA W by a member. In this circumstance KLA W ownership is identified by addition of © Copyright KLA W YYYY, where this is technically possible.
- 2.2 KLA W also publishes or uses IP owned by either a member or non-member who has allowed publication but not formally transferred ownership to KLA W. In this circumstance ownership is identified by addition of © [owner's name] YYYY, where this is technically possible.
- 2.3 Where possible KLA W members accepting IP as a donation should ensure the donor formally agrees that the IP shall be used as described here.
- 2.4 **NOTE 1:** All the data, text, images and audio recordings used or published by KLA W is made freely available for education / not for profit purposes. KLA W does not allow any of the data, text, images and audio recordings to be used for commercial purposes.
- 2.5 **NOTE 2:** The distinction between use for educational / not for profit purposes and commercial purposes applies irrespective of the presence or absence of the copyright statement.



Agreed and signed:

Role	Name	Signature	Date
Chair	Ali Body		31/July/2021
Secretary	Keith Dugmore		31/July/2021
Treasurer	Jenny Dugmore		31/July/2021