

GDPR Compliance policy:

What is GDPR?

The GDPR (General Data Protection Regulation) is a European Law to be implemented on Friday, 25th May 2018 that works towards ensuring safeguarding people's personal information who are connected to various groups.

The main ethos is to ensure citizens/residents/families are in control of your own personal info (name, address, email, phone numbers etc.) and you can be removed from any database you do not wish to be affiliated to.

It also ensures that in the interest of good practise that companies (industry, commerce) and organisations (charities, voluntary bodies) must respect your privacy and ensure their information that you allow them to maintain is kept in confidence and will not be liable to breach of privacy/confidentiality.

The following document has been produced by Davius Consultancy to define parameters of adherence to the GDPR (2018) regulation and our obligation/responsibility to you.

Contents

What is GDPR?	1
Davius GDPR Policy:	2
Groups involved:	2
Contacting you all – to show Davius is complying to GDPR.....	3
eMail list:.....	3
Your Cathays Newsletter - digital.....	3
Cathays Monthly Update - digital	3
Davius contact lists:	4
Hardcopy list:	4
Your Cathays Newsletter - hardcopy	4
Social Media:.....	4
Cathays Compass – social media	4
Keep Cathays Tidy – social media	4
References/Bibliography:.....	5

Davius GDPR Policy:

For the sake of transparency and being held accountable by the residents/families, local businesses, faith groups, charities, voluntary bodies and many others who are linked to the many projects in and around Cathays – the GDPR policy (to be implemented on Friday, 25th May 2018) must show efforts have been made by the below groups who send their information/updates/invitations through the Cathays Monthly Update and other modes of communication (listed below).

Groups involved:

- Davius Consultancy www.davius.co.uk

And all affiliated groups that Davius supports (alphabetically listed);

- Cathays Compass www.cathayscompass.org
- Connect Cathays www.connectcathays.org.uk
- Keep Cathays Tidy www.keepcathaystidy.org.uk
- Your Cathays – Newsletter www.yourcathays.org.uk

Examples of these groups efforts are:

Cathays Compass sends its usual monthly community meeting invitations out through the Cathays Monthly Update.

Keep Cathays Tidy sends their invitations out for the monthly litter pick through the Cathays Monthly Update.

Your Cathays Newsletter sends its digital copy to you through the Cathays Monthly Update.

The hardcopy Your Cathays Newsletter is hand delivered to your door.

It is the responsibility of Davius as editor/distributor of the Cathays Monthly Update and hardcopy Your Cathays Newsletter that the GDPR policy report must be produced and be made available to you.

Contacting you all – to show Davius is complying to GDPR

By emailing everyone on the 'Cathays Monthly Update', Facebook and other avenues of communication, all efforts will be made to reach you all through the various mediums of networking/communication.

This will be communicated via:

- Cathays Monthly Update
- A follow up message will be added to the next hard copy Your Cathays Newsletter that goes to just over 1,200 families in the district.
- Social media messages will go out

What will be communicated to you:

The only information that Davius / Your Cathays etc. has on you is your:

- 1. Name**
- 2. Street name (as hard copy newsletter is hand delivered to 1,200+ families in the district)**
- 3. Personal or work email (to contact you via the 'Cathays Monthly Update')**
- 4. Mobile phone number**

If you wish to be removed from any of the mediums of the Cathays Monthly Update or other avenues of email/social media – please inform us and we will remove your information accordingly.

It must be stressed that for many years now – it has been stated that the newsletter/monthly update is all held to account by the residents and we have a standard to maintain with our neighbours.

Your details have never, nor will ever be passed onto any 3rd parties. We will not pass your email/phone number onto other people, who request it, within the network unless you give us your express permission first (which we will contact you for!)

eMail list:

The following aspects of our practice must be highlighted/explained to you.

Your Cathays Newsletter - digital

After spending years from 2011 to present (ongoing process into the 2020's) to locate all the families, businesses, faith groups, voluntary bodies etc. under the requirements of the GDPR regulations; when you receive the digital version of Your Cathays Newsletter, then it will be through the Cathays Monthly Update.

Your address will never be given to any third party.

Cathays Monthly Update - digital

The information we hold on you for the Cathays Monthly Update is:

- Your name
- Your email

The emails will always go out BCC (*Blind Carbon Copy – so no-one else can see your email/name*) to protect the privacy of all those who have trusted us with their emails and being part of the community network.

If you wish to be removed from Cathays Monthly Update – please do inform us.

Your details will never be given to any third party.

Davius contact lists:

The business/personal lists will adhere to the same standards as the Your Cathays Newsletter and Cathays Monthly Update.

No third parties will gain access to the contact list.

Hardcopy list:

Your Cathays Newsletter - hardcopy

There is a hard copy list of where you all live (due to the Your Cathays distribution list created since 2011) has the following information upon it.

- Your street name
- Your house number
- Your first name

Only one hardcopy address list exists at a time and only the consultant/editor sees this list. No one can see this list apart from the consultant/editor. This hardcopy list exists so you can be located when the community newsletter is being distributed.

This list will never be made available to any 3rd parties.

If you wish to be removed from the delivery list for the 'Your Cathays Newsletter' then please inform us.

Social Media:

The Facebook and Twitter accounts that represent individually the listed groups above will comply with laws that Facebook, Twitter and other groups are governed by.

Cathays Compass – social media

The majority of the 'immediate' communication is undertaken on Facebook (and to a lesser extent Twitter) so other than knowing the name of the person who 'likes' or messages the groups – **Cathays Compass** will not have any information on these individuals from the Facebook / Twitter formats.

Keep Cathays Tidy – social media

The majority of the 'immediate' communication is undertaken on Facebook (and to a lesser extent Twitter) so other than knowing the name of the person who 'likes' or messages the groups – **Keep Cathays Tidy** will not have any information on these individuals from the Facebook / Twitter formats.

References/Bibliography:

Governmental Guidance: - <https://www.gov.uk/government/publications/gdpr-customer-toolkit-guidance>

Information Commission Office (ICO) - <https://ico.org.uk/for-organisations/resources-and-support/getting-ready-for-the-gdpr-resources/>

IT Pro (independent) - <http://www.itpro.co.uk/it-legislation/27814/what-is-gdpr-everything-you-need-to-know>

Local Government Association - <https://www.local.gov.uk/our-support/general-data-protection-regulation-gdpr>

University (Academic) - <https://www.cardiff.ac.uk/news/view/862249-businesses-must-prepare-for-new-data-protection-rules>

Wikipedia - https://en.wikipedia.org/wiki/General_Data_Protection_Regulation

Wired Magazine (independent) - <http://www.wired.co.uk/article/what-is-gdpr-uk-eu-legislation-compliance-summary-fines-2018>