Wilts & Berks Canal Trust

Patron: Her Majesty the Queen

Restoring 70 miles of canal and towpath for the benefit of local communities, wildlife and leisure

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Document Review and Approval			
	Name and Position	**Signature**	**Date**
Prepared By	Johnnie Graham, Trustee John Goring, Secretary OpsCom		Q1 2026
Checked By	members of Policy Working Group Mike Gibbin, WBCT CEO		March 2026 June 2026
Approved By	Martin Holliss, Chair WBCT Trustes		3 Oct 2026

Revision History			
Rev.	**Amendment**	**approved by**	**Date**
1.0	originla version in force	Andrew Matters	August 2018
2.0	amended and updated following review by WBCT Policy Working Group	Martin Holliss	3 Oct 2026

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	WBCT Policy: **Data Protection**	3 Oct 2026

Background

WBCT is committed to processing data in accordance with its responsibilities under all relevant UK data protection laws and regulations, and in line with the highest standards of conduct.

Through this policy we aim to mitigate the following principal risks in relation to data protection:

- information and data getting into the wrong hands.
- individuals being harmed through data being inaccurate or insufficient.
- failure to comply with the requirements of legislation.
- staff and volunteer activity leading to non-compliance and poor security practice.

Policy

We will adhere to the following key principles set out in Article 5 of the UK GDPR:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

All membership electronic records, including personal details, must be stored on a separate, secure and restricted drive location. Personal details recorded on paper documents must also be stored securely.

People must have the right to access, correct, restrict, delete, and object to the use of their personal data, and to complain about how it is handled.

In the event of a data breach, the Trust must contain it, report it where required, inform affected individuals if necessary and prevent it from happening again; ICO guidelines must be followed.

Detailed rules, protocols and procedures for data protection must be written that meet the requirements of this policy.

Legal and Regulatory Framework

WBCT will follow the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Roles and Responsibilities

The Systems Director will be responsible for designing detailed rules, protocols and procedures for data protection which meet the requirements of this policy.

The COO will be responsible for the communication, dissemination and implementation of this policy through the SLT and Branch Chairs.

All individuals must adhere to this policy.

This policy will be reviewed every three years, or sooner if UK regulations change.