

The Cotswold Listener

Your local talking newspaper



21, Rodney Road, Cheltenham, GL50 1HX

Tel: 01242 25207 E-mail: admin@cotswoldlistener.co.uk

Website: www.cotswoldlistener.co.uk

Charity Registration Number: 276631

Member of the Talking News Federation

General Data Protection Regulation Policy

Updated October 2025

General Data Protection Regulation (GDPR) Policy

Updated September 2024

Contents

Data Protection Controllers	3
<i>For listeners</i>	3
<i>For volunteers</i>	3
Listeners	3
<i>Data we keep</i>	3
<i>Source</i>	3
<i>Sharing</i>	3
<i>Retention period</i>	3
<i>Processing</i>	3
<i>Retention place</i>	4
<i>Access for rectification</i>	4
<i>Lawful basis</i>	4
<i>Consent</i>	4
<i>Data breach</i>	4
<i>GDPR Statement to Listeners</i>	4
Volunteers	5
<i>Data We keep</i>	5
<i>Source</i>	5
<i>Sharing</i>	5
<i>Retention period</i>	5
<i>Processing</i>	5
<i>Place of retention</i>	5
<i>Access for rectification</i>	5
<i>Lawful basis</i>	5
<i>Consent</i>	6
<i>Data breach</i>	6

Data Protection Controllers

For listeners

June Little (DPC)

For volunteers

Adrian Holford

(DPC)

Listeners

Data we keep.

1. The Listener enrolment information listed in 2. below is filed in the active "Listeners" file. The file is held under lock and key, and is accessed only by a limited list of key holders.
2. The home address, email address, land line and mobile telephone numbers are all recorded on the Cotswold Listener (TCL) computer. The computer access is limited to a list of TCL Volunteers.
3. Source

The individual Listener.

Sharing

The information is not shared with any outside organisation, body, or person.

Retention period

The information is retained whilst the Listener continues to receive the TCL. When a Listener stops receiving the TCL, the printed/written enrolment information is shredded, and the computer information is deleted.

Processing

The home addresses are used weekly by TCL Volunteers for the purpose of recording, copying and sending the TCL. The TCL Administrators use the information as necessary from time to time to maintain contact with the Listener.

Retention place

The "Listeners" file and the TCL computer are held in the TCL office/studio. The office/studio is locked when unoccupied and is within a locked building. Access is limited to a named list of TCL Committee Members.

Access for rectification

It is impractical to provide an online facility for Listener access, checking and amendment. Any request is to be made to the DPC at the TCL office/studio. The contact telephone number is given during each weekly recording.

Lawful basis

The purpose is to facilitate the regular and timely transmission of the TCL to each Listener.

Consent

By initially applying for and subsequently receiving the TCL weekly, it is assumed that each individual Listener has given Consent for the CL to retain their data. Consent will be sought from new Listeners as they join.

Data breach

Any data breach is to be reported to the DPC. We are required by law to notify the National Information Commissioner of any breach that could result in risk to Listeners' rights and freedoms.

GDPR Statement to Listeners

To be sent one time only to each Listener via a recording:

The Cotswold Listener (TCL) is required by the revised Data Protection Law to tell you how we safeguard your personal information. This article explains how we follow the law. We keep your completed Listener enrolment information in a file held under lock and key accessed only by a limited list of key holders. Your home address, email address, land line and mobile telephone numbers are all recorded on the Cotswold Listener computer. The computer access is limited to a list of TCL Members. Your information is not shared with any outside organisation, body, or person. When you stop receiving the TCL, your printed/written enrolment information is shredded, and the computer information is deleted. Your home address is used weekly by TCL Volunteers for the purpose of recording, copying and sending the TCL. The TCL Administrators use your information as necessary from time to time to maintain contact with you. Your data is held in the TCL office/studio which is locked when unoccupied and is within a locked building. Access is limited to a named list of TCL Volunteers. Your Listener Data Protection Controller, DPC, is the Chair of Trustees, currently June Little. It is impractical for us to provide you with an online facility for you to access, check and amend your data. Any request for access is to be made to the Listener DPC at the TCL office/studio. The contact telephone number is given during each weekly recording. By initially applying for and subsequently receiving the TCL weekly, we

assume that you have given us your Consent to retain your data. Any data breach is to be reported to the Listener DPC. We are required by law to notify any breach that could result in risk to your rights and freedoms to the National Information Commissioners Office. If you have any concerns about the way we are holding your personal information, please contact the TCL Listener Data Protection Controller, currently June Little. We rely upon you to let us know about any changes to your contact details.

Volunteers

Data we keep.

1.The completed application form is scanned onto the Studio computer and then the form itself is shredded.

2.The home address; email address; land line telephone number; mobile telephone number are copied onto the DPC's memory stick

Source

The individual volunteer or helper.

Sharing

That information is not shared with any outside organisation, body, or person.

Retention period

Whilst the volunteer continues with the Cotswold Listener.

When they leave their records are deleted from the computer and the DPC's memory stick.

Processing

The email address and telephone numbers, but not home address, are shared with other TCL Volunteers e.g. (a) news and magazine team members

Place of retention

As set out above.

Access for rectification

It is not practical to offer an online facility to all because that would breach the confidentiality of addresses. Any request should be made to the DPC. We would hope that all volunteers would keep us up to date with any contact detail changes.

Lawful basis

To facilitate team and meeting arrangements

Consent

We do not need to repeat previously given consents to hold the information. It will be given by new volunteers when they join.

Data breach

Any breach should be reported to the DPC. We do have to notify any breach that could result in a risk to the rights and freedoms of an individual to the national Information Commissioner's Office – difficult as it is to imagine how that might occur.