

## **JUNGLE DRUMS GOOD PRACTICE and COMPLIANCE WITH GDPR (General Data Protection Regulations)**

### **Jungle Drums Good Practice**

Jungle Drums is primarily a means of passing information quickly around the village. As a result of comments and advice received, it became necessary for us to agree some principles to follow when sending out messages in this way. These are:

Jungle Drums is to be used as a vehicle for instant communication in the following categories:

1. INVITATIONS TO DRINKSTONE EVENTS/ACTIVITIES
2. WARNINGS/ALERTS
3. GENERAL INFORMATION
4. ITEMS AVAILABLE

As such, we will not pass on any email which expresses a personal opinion on a potentially controversial matter. Such emails will be referred back to the sender with the suggestion that they are sent to the Editor of the Parish Magazine, where opportunity exists for a counter view or right of reply.

We reserve the right to edit or refuse to send on any material which contravenes the aforementioned principles, or is material that the team considers unsuitable for Jungle Drums.

Finally, we would ask that any responses should be sent directly to the originating sender of the email, not to the Jungle Drums team, unless otherwise stated.

### **Compliance with GDPR**

Our list of email addresses for Jungle Drums was started initially from the email addresses of the now defunct Oil Buying Group, of which an email address was mandatory in order to be a member. When the Jungle Drums scheme was mooted, everyone on the Oil Buying group list was contacted to ask if they wished to be part of the Jungle Drums scheme. Subsequently, the scheme continues to be advertised in the Parish Magazine and on the website and anyone who lives in the village may apply to join. Newcomers to the village are invited to join also.

People who leave the village are removed, unless they request to stay on.

At the beginning of May 2018 everyone was contacted with respect to GDPR and asked to reconfirm their wish to be on Jungle Drums and given information on how to subsequently request removal by use of an email to [drinkstonejungledrums@gmail.com](mailto:drinkstonejungledrums@gmail.com) with 'Remove me' as the subject header.

We understand that the lawful basis for using these email addresses is that we have obtained consent. The Remove me option meets with the latest Data protection regulation.

The data we hold for Jungle Drums is a name and an email address and nothing else. We accept that with some email addresses there could be sufficient information to identify a natural person. Therefore when the email address is used for the purposes of Jungle Drums, it is used in the 'bcc' line to ensure that no one else is aware of any other email addresses. The only exception would be if the request for a Jungle Drums to go out requires contact with the originator, then we use the 'cc' line for the originator.

We reserve the right to remove any email address that bounces 3 times in succession.

## Security

The contact list for Jungle Drums is a Gmail contact list associated with [drinkstonejungledrums@gmail.com](mailto:drinkstonejungledrums@gmail.com). Since Gmail is a web based email service, the contact list is stored online and is only accessible by those who have the password i.e. the Jungle Drums team – Sue and Lynne who send out Jungle Drums messages, and Liz as a backup in case of an emergency.

The operators of Jungle Drums undertake to not share the password, or any Jungle Drums addresses that they do not already hold in their own personal data.

*Sue Foulsham, Liz Schmitt and Lynne Woodward (Jungle Drums team)*