

TACTICAL TECH

The Organiser's Activity Book

Data Policy Template

Title (e.g. How we Use and Protect Your Data)

Introduction:

This is the start to your data use policy and should explain why your organisation or network is creating a data use policy, answer questions such as:

- Why do you have a data use policy?
- What is your attitude towards data and privacy? e.g. is committed to protecting people's privacy and public data wherever possible. (Make sure this statement reflects your actions).
- Summary of actions you take to protect personal data and privacy
- Clarification of whose data you are talking about e.g. 'membership refers to data from those who have signed up for official membership but supporters refers to people interacting through Facebook and Twitter

The movement – privacy policy (internal)

- How do you communicate with one another?
- What data is collected and stored about members? And why?
- How long is it stored / when is it deleted?

Communications (external)

- How do you communicate outside of the movement?
- What data is collected and stored? And why?
- How long is it stored / when is it deleted?

Website policy

- Include here what data is gathered from the website
- Where is that data stored?
- When is it deleted?

Social Media policy

- What data is collected from social media (include different tools used)?
- How is it collected?
- For what reason?
- How long is it stored / when is it deleted?

Funding and donations

- What payment data do you collect and why?
- How long is it stored / when is it deleted?

Third-party services

- When do you use third-party apps or services?
- How do you go about choosing these tools?
- Do you have control over how this third party deals with data? If not, what are you doing about it?

Data storage and retention

General information:

- How do you store data?
- For how long?
- Who has access to it?

Your rights

- It's good to know what rights people have to their personal data.

How to contact us

- Assign someone to be a data representative. Include their name and email address (this person doesn't need to be an expert but they should be familiar with the data use policy)

Revisions

- When was your data use policy created and last updated? This part is important because it should reflect when new laws get passed, e.g. GDPR, and it should be a document that is always evolving

Find out more: <https://ourdataourselves.tacticaltech.org/projects/data-and-activism/>

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