

A Summary of our Data Management & Privacy Policy

Our Data Management & Privacy Policy - of which this is a short summary - confirms the principles and procedures we will apply to ensure that all personal data is collected legally and is managed in accordance with best practice as provided in the General Data Protection Regulation (GDPR) and by the Information Commissioner's Office (ICO).

Personal Data - what it is and why we hold it

The charity collects a range of personal information or data about people we work with, including our members, employees, trustees, and members of the public.

Personal data is any information about a person who can be identified, directly or indirectly, through the information – by use of a name or a code linked to that individual. We hold personal data for 4 reasons:

1. You have given us your consent.
2. Contract – so that we can complete our part of the employment contract.
3. Legal – something we have to do by law.
4. Vital interest – where it's essential that we hold information for your wellbeing.

Data Protection Commitment

We regard the lawful and correct treatment of this personal information as very important to our successful operation and to maintaining confidence between ourselves and those with whom we carry out business.

We will therefore ensure that:

1. All employees, trustees and volunteers receive training regarding confidentiality & data protection
2. Data will only be collected for specific, explicit, and legitimate purposes.
3. Data collected will be adequate, relevant, and limited to what is necessary
4. Data will be kept accurate and up to date.
5. Data will not be kept for longer than is necessary for its given purpose.
6. Processing will be fair, lawful, and transparent, and done in a way that ensures appropriate security
7. All hard copy personal information will be kept securely locked when not being used
8. Computerised data will be either coded, encrypted or password protected.
9. Where we engage third parties, such as payroll, to process data on our behalf, we will ensure that they take equal measures to protect your data.
10. In the event that we become aware of a breach, or a potential breach, this will be recorded and an investigation will be carried out to establish whether the breach is required to be notified to the ICO

Your rights for Access to Data and on how we handle it

Employees, trustees, members, and members of the public have a right to access the personal data that we hold on them. To exercise this right, they should contact our Data Controller (see below). We will comply with the request as quickly as possible, and no charge is made for complying with a reasonable request.

You also have rights to ask us to correct inaccurate or incomplete information, to ask us to erase it in certain circumstances, to ask us to pass on your personal information to other people or organisations (and also not to pass it on) and to object to us processing your information unless the process forms part of our public tasks, or is in our legitimate interests.

Want to Know more?

- If you want to know more or to see our full Data Management & Privacy Policy please contact our Director: kyle@missendenwalledgarden.org or the Data Controller at admin@missendenwalledgarden.org
www.missendenwalledgarden.org
Charity number 1171968.