

# **North Stoneham Community Group**

## **Data Protection Policy**

**June 2022**

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## **Statement**

North Stoneham Community Group needs to collect and use certain types of information about trustees, volunteers and other individuals who come into contact with North Stoneham Community Group. This personal information must be dealt with properly however it is collected, recorded and used, whether on paper, in a computer, or recorded on other material and there are safeguards to ensure this in the UK GDPR and Data Protection Act 2018.

North Stoneham Community Group regards the lawful and correct treatment of personal information as very important and therefore ensures that personal information is treated lawfully and correctly. We aim to hold as little as possible, as safely as possible by as few people as possible.

## **POLICY**

To this end North Stoneham Community Group fully endorses and adheres to the Principles of Data Protection, as detailed in the Data Protection Act 2018 and the UK GDPR.

Specifically, the Principles require that personal information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

North Stoneham Community Group will, through appropriate management and in strict application of criteria and control:

1. Observe fully conditions regarding the fair collection and use of information
2. Meet its legal obligations to specify the purposes for which information is used
3. Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
4. Ensure the quality of information used
5. Apply strict checks to determine the length of time information is held

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6. Ensure that the rights of people about whom information is held can be fully exercised under the Act (These include the right to: be informed about how your data is being used; access personal data; have incorrect data updated; have data erased; stop or restrict the processing of your data; data portability, allowing you to get and reuse your data for different services; object to how your data is processed in certain circumstances)
7. Take appropriate technical and organisational security measures to safeguard essential personal information carried by individuals in the course of their responsibilities.
8. Ensure that personal information is not transferred without suitable safeguards and permissions
9. Treat people justly and fairly and ensure that no one is discriminated against due to the Equality Act 2010 protected characteristics when dealing with requests for information
10. Set out clear procedures for responding to requests for information.

In addition, North Stoneham Community Group will ensure that:

1. There is someone with specific responsibility for Data Protection – the Secretary
2. Everyone managing and handling personal information understands that they are legally responsible for following good data practice
3. Everyone managing and handling personal information is appropriately trained to do so
4. Everyone managing and handling personal information is appropriately supervised
5. Anybody wanting to make enquiries about handling personal information knows how to do so
6. Queries about handling personal information are promptly and courteously dealt with
7. Methods of handling personal information are clearly described
8. Permission is sought to share information
9. Methods of handling personal information are regularly assessed and evaluated and discussed at trustees meetings
10. Performance with handling personal information is regularly assessed and evaluated and discussed at trustees meetings
11. A breach of the rules and procedures identified in this policy may lead to the trustee/volunteer being removed from service

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to Data Protection legislation.