

Data Protection Policy

Introduction:

The purpose of this policy is to enable the Warwick United Charities to comply with The Data Protection Act 2018 & The General Data Protection Regulation (GDPR) in respect of the data it holds about individuals.

The Charity Will:

- follow good practice
- protect residents, trustees, staff, volunteers and other individuals by respecting their rights
- demonstrate an open and honest approach to personal data and
- protect the charity from the consequences of a breach of its responsibilities.

This policy applies to all the information that we control and process relating to identifiable, living individuals including contact details, test and exam results, bank details, photographs, audio and digital recording.

Data Storage and processing:

The Warwick United Charities recognises that Personal Data is held about:

- Residents
- Applicants
- Trustees

This information is always stored securely and access is restricted to those who have a legitimate need to know. We are committed to ensuring that those about whom we store data understand how and why we keep that data and who may have access to it. We do not transfer data to third parties without the express consent of the individual concerned.

Rights of individuals

All individuals who come into contact with the Warwick United Charities have the following rights under the DPA:

- a right of access to a copy of their personal data
- a right to prevent processing for direct marketing
- a right to object to decisions being taken by automated means
- a right, in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed and

Archived records are stored securely and the charity has clear guidelines for the retention of information.

Roles and Responsibilities:

The trustees recognise their overall responsibility for ensuring that the charity complies with its legal obligations. All questions regarding Data Protection should be directed to:

The Clerk of the Warwick United Charities, c/o Moore & Tibbits, 34 High Street, Warwick. CV34 4BE who will undertake that the following responsibilities are carried out:

- briefing trustees on Data Protection responsibilities
- reviewing Data Protection and related policies
- advising other staff on Data Protection issues
- ensuring that Data Protection induction and training takes place
- notification
- handling subject access requests.

All trustees, staff and volunteers are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their roles.

If a breach of data security is suspected or occurs the Clerk should be notified immediately.

Subject Access Requests

Any individual who wants to exercise their right to receive a copy of their personal data can do so by making a Subject Access Request, ('SAR') to the Clerk. The request must be made in writing and the individual must satisfy the clerk of their identity before receiving access to any information.

A SAR must be answered within 40 calendar days of receipt by the charity.

Keeping Data Secure

The Charity will take all appropriate measures to prevent unauthorised or unlawful processing of personal data and to protect personal data against loss, damage or destruction.

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Retention of personal data

The Charity will not keep personal data for longer than is necessary. This means that:

- *a resident's file in the Clerk's office will be completely destroyed after six years of the resident leaving or passing away*
- *Trustees involved in the appointment of residents will destroy and delete all application documentation held within their own records immediately after the appointment has been made. If the Trustees have to revisit the personal data of a resident e.g. change of circumstances they will destroy and delete all documentation immediately after the completion of such a review.*

- *records of complaint/investigations concerning residents will be destroyed six years after the resident leaves or passes away*
- *application forms, with the exception of the first page which records name and address, for unsuccessful applicants will be destroyed one year after the date of application.*
- *trustees will destroy and delete all charity documents held within their own records, including all computer data and paper copies, on the earlier of their retirement or the time limits mentioned above.*
- *trustees personal files will be destroyed immediately after ceasing to be a trustee*

More information:

Full information about the Data Protection Act, its principles and definitions can be found at www.ico.gov.uk

Reviewed November 2019