

DATA PROTECTION POLICY

The Dreadnought Centre

May 2018

The Dreadnought Centre uses personal data about living individuals for the purpose of charity organisation, administration and communication.

The Dreadnought Centre recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2018.

The Dreadnought Centre fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for The Dreadnought Centre must adhere to these principles.

The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

1. Maintaining Confidentiality

The Dreadnought Centre will treat all your personal information as private and confidential and not disclose any data about you to anyone other than those working in and for the charity in order to facilitate the administration and day-to-day activity of the charity.

All the Dreadnought Centre staff and volunteers who have access to Personal Data will be required to agree to sign a Confidentiality Policy and a Data Protection Policy.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

2. Use of Personal Information

The Dreadnought Centre will use your data for three main purposes:

1. The day-to-day administration of the charity; e.g. organising visits from referrals, communicating about session times and dates and maintaining financial records of giving for audit and tax purposes.
2. Contacting you to keep you informed of Dreadnought activities and events.
3. Statistical analysis; gaining a better understanding of The Dreadnought's users demographics.

N.B. although collated charity data may be passed to a third party, such as localities, program engagement or age of users, no personal data will be disclosed and all reasonable steps to anonymise data will be taken.

3. The Database

Information contained on the database will not be used for any other purposes than set out in this section. The database is accessed securely through the internet and therefore, can be accessed through any computer or smart device with internet access. The server for the database is in the UK.

1. Access to the database is strictly controlled through the use of name specific passwords, which are selected by the individual.
2. Those authorised to use the database only have access controlled by the Data Controller and other specified administrators. These are the only people who can access and set these security parameters.

3. People who will have secure and authorised access to the database include The Dreadnought Centre Staff and data in-putters.

4. The database will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.

5. Subject Access - all individuals who are the subject of personal data held by The Dreadnought Centre are entitled to:

- Ask what information the church holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what The Dreadnought Centre is doing to comply with its obligations under the 1988 Data Protection Act.

6. Personal information will not be passed onto any third parties outside of the church environment.

7. Subject Consent - The need to process data for normal purposes has been communicated to all data subjects. In some cases. If the data is sensitive, for example, information about health, race or religion express consent to process the data must be obtained.

4. Rights to Access Information

Employees and other subjects of personal data held by The Dreadnought Centre have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions:

Personal Information may be withheld if the information relates to another individual.

Any person who wishes to exercise this right should make the request in writing to The Dreadnought Centre Data Officer, using the standard letter which is available online from www.ico.gov.uk

If personal details are inaccurate, they can be amended upon request.

The Dreadnought Centre aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

Data protection Policy understanding and acceptance

Name:

Role:

I have read and understood this policy and agree to adhere to its contents.

Signed:

Date: