

# Data Protection Policy



# Data Protection Policy

## 1. Introduction

1.1 This policy provides details of how Making Me (the **Charity**) aims to uphold the principles and comply with the obligations of all applicable legislation relating to the collection, use, retention and protection of personal data.

1.2 The Charity is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (the **GDPR**), the Data Protection Act 2018 and any other relevant data protection legislation. References in this policy to the GDPR include, where appropriate, the Data Protection Act 2018 and that other legislation. This policy is based on the GDPR, and terms used in this policy have the meanings given to them in the GDPR.

1.3 In particular, the Charity will hold all personal data securely and use it only for legitimate purposes with the knowledge and approval of the data subjects, in a manner which is proportionate to the nature of the personal data being held by the Charity. This policy and the related procedures referred to below are based on the trustees' assessment in good faith of the potential impacts on both the Charity and its data subjects of the personal data being stolen, abused, corrupted or lost.

1.4 This policy applies to all staff, including voluntary staff and should be read in conjunction with the Charity's other policies, including, but not limited to the Privacy Policy, the Equality and Diversity Policy and the Safeguarding Policy, along with the written guidance and procedures relating to the implementation of this policy which are issued from time to time.

1.5 This policy, and the written guidance and procedures referred to above, will be monitored periodically in order to judge their effectiveness and reviewed annually. They will be updated as required in accordance with changes in the law.

## 2. Data protection principles

Article 5 of the GDPR requires that personal data (information held in relation to an identified or identifiable individual) shall be:

- a. processed lawfully, fairly and in a transparent manner;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is

necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **3. General provisions**

3.1 This policy applies to all personal data processed by the Charity.

3.2 The Chief Executive of the Charity (at the date of this policy, Elizabeth Fordham) shall take responsibility for the Charity's ongoing compliance with this policy.

3.3 The Charity will provide its trustees and staff (including volunteers) with written guidance and procedures, and training when necessary, in each case appropriate to their roles, in order that they are aware of and able to comply with this policy and their and the Charity's data protection obligations.

### **4. Access to personal data**

Individuals have the right to access their personal data, and any such requests made to the Charity shall be dealt with in a timely manner.

### **5. Lawful purposes and consent**

5.1 All data processed by the Charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).

5.2 The Charity shall keep a record of the appropriate lawful basis applicable to each individual with whom it deals.

5.3 Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.

5.4 Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available, and systems should be in place to ensure such revocation is reflected accurately in the Charity's records.

5.5 Email contact address [efordham@makingme.org.uk](mailto:efordham@makingme.org.uk)

## **6. Data minimisation**

The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

## **7. Accuracy**

7.1 The Charity shall take reasonable steps to ensure that personal data are accurate.

7.2 Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

## **8. Archiving / removal**

Personal data will not be kept for longer than is necessary to fulfil the purpose for which it is held. It should be destroyed or erased from the Charity's systems when it is no longer required.

## **9. Security**

9.1 The Charity shall ensure that personal data is stored securely using modern software that is kept up-to-date.

9.2 Access to personal data shall be limited to personnel who need access, and appropriate security should be in place to avoid unauthorised sharing of information.

9.3 When personal data is deleted this should be done safely such that the data is irrecoverable.

9.4 Appropriate back-up and disaster recovery solutions shall be in place.

## **10. Breach**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).