



Healthy Abingdon

Personal Data Protection Policy

What data do we hold

Most of the data held by Healthy Abingdon is public-domain information concerning community groups. Personal data on individuals is strictly limited and is of three types

1. Personal data on volunteers and trustees of Healthy Abingdon. Typically, such data comprises that provided when applying for the post.
2. Data that is need by law in respect to operating with other organizations. Examples are information required by the bank about those people who are given access to the charity's bank account, and information required by the Charity Commission. These organisations can be trusted to protect the data as required by law.
3. Email addresses of people who have asked to be kept informed about the charity. Some of these email addresses are personal.

Principles

The eight data-protection principles will be followed:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. In particular, any personal data will be destroyed when trustees of volunteers resign from Healthy Abingdon.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred outside the UK.

Safeguarding data

1. All computer files containing Personal data will be held on a desk-top computer at the charity registered address and will be accessed only by the charity chair.
2. All emails containing personal information shall be deleted after the issue has been dealt with.
3. All files with personal data will be password protected.
4. Files may be sent to other trustees but these will remain password protected and the password sent separately. These other trustees will delete the file when they have dealt with them.
5. Individual, password-protected files may be transported to meetings on portable devices but these must be deleted as soon as possible after they have been dealt with.
6. The use of hardcopy versions of documents containing personal data will be avoided where possible. When applicants for posts send their application by hard copy, this will be scanned and held in electronic form and the original hardcopy shredded.

Circulating information on the charity

1. Information will only be circulated to those who have requested it.
2. The blind copy system will be used when sending out emails on a wide circulation to ensure that recipients cannot see the email addresses of others.

Requests for information on data held on them

Anyone may request to see the information we hold on them and will not be charged for this. Information will be corrected or deleted if and when requested by the person the data pertains to.

Data Controller

The current Data Controller is David Butterworth (Charity Trustee and Chair)

17 May 2021