

## DATA PROTECTION POLICY

### 1 Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### 2 Responsibility

1. Overall and final responsibility for data protection lies with the executive committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All Committee members, volunteers and those working on behalf of East Surrey Mencap are responsible for observing this policy, and related procedures, in all areas of their work for the group.

### 3 Overall policy statement

1. East Surrey Mencap needs to keep personal data about its committee, members, volunteers, supporters and those working on our behalf in order to carry out its activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
  - purposes for which the individual has given explicit consent, or
  - purposes that are in East Surrey Mencap's legitimate interests, or
  - contracts with the individual whose data it is, or
  - to comply with legal obligations, or
  - to protect someone's life, or
  - to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.

6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
12. Individuals have the right to lodge a complaint to the Information Commissioners' Office if they believe that we have not complied with the requirements of the General Data Protection Regulation (GDPR) regarding their data – <https://ico.org.uk/>
13. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.
14. Questions, comments and requests regarding this data protection policy are welcomed and should be addressed to: [chair@eastsurreymencap.org](mailto:chair@eastsurreymencap.org)

#### **4 Review**

This policy will be reviewed every two years

Date: 1<sup>st</sup> July 2019