



The Institute, Kelvedon

Charity Number 272790

78 High Street
Kelvedon,
Essex
CO5 9AA

www.kelvedoninstitute.co.uk

The Institute Kelvedon Data Protection Policy

Introduction

The Institute Kelvedon is a registered charity (no 272790). In the UK the processing of personal data is governed by the General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018 (UK DPA 2018). The Institute Kelvedon (the charity) is a data controller of personal data according to this legislation because to enable normal operation it needs to collect personal data and will determine the nature and security of personal data processing.

This policy will be updated to reflect current good practice in data protection and any regulatory changes that occur.

Purpose and Scope

This policy sets out the charity's commitment to data protection, a high-level overview of its approach and the responsibilities of trustees, staff and volunteers who come into contact with personal data on behalf of the charity. All trustees, staff and volunteers who collect, store, access or otherwise process personal data for the charity are expected to read, understand and adhere to this policy.

Definitions

For the avoidance of doubt whenever the following terms are used in the policy they shall always the definition shown below:

Data Controller – Organisation that determines the nature of personal data processing for a legal purpose.

Acts – the DPA 2018 and the GDP are the key pieces of legislation that regulate personal data in the UK.

Data Subject – Any identifiable living individual about which the Charity processes personal information.

Information Commissioner's Office (ICO) – The regulator responsible for overseeing compliance with the Acts, promoting good data protection practice.

[personal data] Processing – collecting, amending, handling, storing or disclosing/sharing of personal data.

Personal Data – any personally identifiable information about Data Subjects.

Policy Statement

The Trustees regard the lawful and correct treatment of personal data processed by the Charity as very important to the successful operation of the Charity. We are committed to protecting the rights and privacy of data subjects.

The management committee will take into account legal requirements and ensure that it properly implements the following controls:

- Data minimisation – only collect and process personal data that is necessary for the operation of the Charity and to fulfil any legal requirements
- Clearly specific the purposes for which the information will be used and other relevant details in a privacy notice that will be available on our website at all times
- Take steps to keep personal information accurate and up to date
- Uphold the rights of all data subjects, without any discrimination regardless of age, gender, religion, disability, sexual orientation, or ethnicity



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- Take appropriate technical and organisational security measures to safeguard personal data from unauthorised access, disclosure, damage or destruction
- Adherence to a data retention policy
- Appoint a member of the management committee to act as Data Protection Officer (DPO)

The trustees are aware that it is their collective responsibility to uphold the Acts and failure to do so may result in sanctions by the regulator or legal actions by data subjects taken against the Charity or them personally.

Therefore, all trustees, employees and volunteers must ensure that personal data is handled securely at all times in both paper and all electronic formats.

Any queries about this policy or further guidance on how to act in a security manner, or deal with request relating to the rights of the data subject, please contact the Charity's Data Protection Officer.