



## General Data Protection Regulation Policy

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### 1. Purpose and Scope

This policy outlines The Almondsbury Charity's commitment to data protection and compliance with the UK GDPR and the Data Protection Act 2018. It applies to all trustees, volunteers, and anyone handling personal data on behalf of the charity.

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### 2. Key Principles

We follow the UK GDPR principles that require personal data to be:

1. Processed lawfully, fairly and transparently
  2. Collected for specified, explicit and legitimate purposes
  3. Adequate, relevant and limited to what is necessary
  4. Accurate and kept up to date
  5. Retained only as long as necessary
  6. Kept secure and confidential
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### 3. Roles and Responsibilities

- **Trustees:** Responsible for ensuring compliance across the charity
  - **Secretary-Treasurer:** Acts as the main point of contact for data protection matters
  - **Other Volunteers and Staff:** Must understand and follow this policy
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### 4. Data Subject Rights

We will ensure that individuals can:

- Access their data
- Correct errors
- Request deletion (where appropriate)
- Withdraw consent
- Complain to the ICO

Requests will be responded to within one month.

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### 5. Data Security Measures

- Paper records stored securely and accessed only when necessary
- Digital records are stored securely and are password-protected when necessary to prevent unauthorised access
- Devices used for processing data have up-to-date antivirus protection
- Data is backed up regularly



## 6. Data Breach Policy

In the event of a data breach:

- It will be reported to the Secretary-Treasurer immediately
  - A risk assessment will be carried out
  - The ICO will be notified within 72 hours if the breach risks individuals' rights or freedoms
  - Affected individuals will be informed when required
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## 7. Third-Party Processors

Where third-party services are used, we ensure:

- They are compliant with UK GDPR
  - A Data Processing Agreement (DPA) is in place to govern how personal data is handled
  - Data is only used for the specific purpose agreed upon and is not shared further
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## 8. Data Retention

Data is retained only as long as necessary for legal, financial, or reporting obligations, or as stated in our Privacy Notice.

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## 9. Training and Awareness

All trustees and volunteers handling personal data are provided with basic data protection training and a copy of this policy.

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## 10. Review and Updates

This policy will be reviewed when significant changes to data protection laws or charity practices occur.

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