



## DATA PROTECTION POLICY

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Approved By:

*Board of Trustees*



## Data Protection Policy

The charity is committed fully to compliance with the requirements of the General Data Protection Regulation (GDPR). The GDPR applies to all charities that process data about their sessional staff and volunteers, as well as others, eg service users. It sets out principles which should be followed by those who process data and it gives rights to those whose data is being processed.

To this end, the charity endorses and adheres fully to observing the eight individual rights set out under the GDPR, these are the following.

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision-making and profiling.

These rights must be observed at all times when processing or using personal information. Therefore, through appropriate management and strict application of criteria and controls, the charity will:

- observe fully the conditions regarding having a lawful basis to process personal information
- meet its legal obligations to specify the purposes for which information is used
- collect and process appropriate information only to the extent that it is necessary to fulfil operational needs or to comply with any legal requirements
- ensure the information held is accurate and up to date
- ensure that the information is held for no longer than is necessary
- ensure that the rights of people about whom information is held can be fully exercised under the GDPR (ie the right to be informed that processing is being undertaken, to access personal information on request; to prevent processing in certain



circumstances, and to correct, rectify, block or erase information that is regarded as wrong information)

- take appropriate technical and organisational security measures to safeguard personal information
- ensure that personal information is not transferred outside the EU, to third countries or international organisations without an adequate level of protection.

## Status of this Policy

The policy does not form part of the formal contract of employment for sessional staff and volunteers but it is a condition of employment that sessional staff and volunteers will abide by the rules and policies made by Dover Smart Project from time to time. Any failure to follow the Data Protection Policy may, therefore, lead to disciplinary proceedings. This policy was approved on ( ). It will be reviewed no later than [ ].

## Designated Data Protection Officer

The Designated Data Protection Officer, Laura Graham, will deal with day-to-day matters. Any member of staff or other individual who considers that the policy has not been followed in respect of personal data about himself or herself should raise the matter with the Designated Data Protection Officer.

## Staff Responsibilities

All sessional staff and volunteers are responsible for:

- checking that any information that they provide to the charity in connection with their employment / volunteering is accurate and up to date
- informing the charity of any changes to information that they have provided, eg changes of address, either at the time of appointment or subsequently — the charity cannot be held responsible for any errors unless the sessional staff / volunteer has informed it of such changes.



## Data Security

All sessional staff and volunteers are responsible for ensuring that:

- any personal data that they hold is kept securely
- personal information is not disclosed either orally or in writing, or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Sessional staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases. Personal information should be kept in a locked filing cabinet, drawer, or safe. If it is computerised, it must be coded, encrypted or password-protected both on a local hard drive and on a network drive that is regularly backed up. If a copy is kept on removable storage media, that media must itself be kept in a locked filing cabinet, drawer, or safe.

## Subject Consent

Consent is one lawful basis for processing, and consent (or explicit consent) can also legitimise use of special category (sensitive) data, restricted processing and overseas transfers of data.

Subject consent will have to be explicit, in relation to each processing activity, and freely given. The charity will not be able to rely on a generic reference to consent within an employment contract or data protection policy, which sessional staff / volunteers are required to agree as part of wider terms and conditions.

## Subject Access

Sessional staff and volunteers may submit a written request for details of personal information which the charity holds about him or her under the GDPR free of charge. If sessional staff or volunteers would like a copy of the information held on him or her, he or she should write to or email the Chief Executive Officer (CEO) at [mail@doverSmartproject.co.uk](mailto:mail@doverSmartproject.co.uk), or my GALLERY, 3 Waterloo Crescent, Dover, Kent CT16 1LA. The requested information will normally be provided within one month of receipt of the request. If the request is made electronically, the information will be issued in an electronic format.

If sessional staff / volunteers believe that any information held on him or her is incorrect, incomplete or out of date, then he or she should write to or email the CEO as soon as



possible, at the above address. The charity will promptly correct any information found to be incorrect and respond within one month to the request for rectification.

## Conclusion

This policy sets out this charity's commitment to protecting personal data and how that commitment is implemented in respect of the collection and use of personal data.