**General Data Protection and Regulation (GDPR) Policy**

Approved September 2017, Due for review September 2020

1. **Introduction**

The General Data Protection Regulation (GDPR) took effect on 25 May 2018.

This regulation governs the processing of personal data, and sets out the principles, rights and obligations that we must now adhere to as an organisation, regarding how we use and process people’s personal information, and the rights of employees, service users, and other contacts to request to see the personal data held on them.

The regulations apply to anyone that we hold information on, including employees, volunteers, service users, members, supporters and donors.

The GDPR is underpinned by a number of data protection principles which drive compliance. These are:

* **Fairness and transparency** - Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
* **Purpose limitation** - Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
* **Data minimisation** - Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
* **Accuracy** - Personal data shall be accurate and, where necessary, kept up to date
* **Storage limitation** - Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
* **Integrity and confidentiality** - Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
* **Accountability** - The controller shall be responsible for, and be able to demonstrate compliance with the GDPR
1. **Data collection and processing**

We currently ask beneficiaries of NXG Trust services to provide information about themselves when they take part in the services that we provide. We use this information to analyse who uses our services, and to make sure that we are making our services fairly accessible to different groups of people. We also need to report back to our funders about who is using our services.

When completing this form, we will ask you to confirm whether you are happy for us to:

* subscribe you to our on-line newsletter,
* contact you at a later date to ask you for feedback about our services.
* Refer your details to another colleague within the New Cross Gate Trust if you have indicated that you are interested in accessing other services that we provide.

**Consent**

Whenever we collect any personal information from you, we will ask you for your permission to use your information in the ways we have identified above. No data will be shared with anyone else unless you have said that you are happy for us to do so.

**Data sharing with a third party**

We will not share any of your personal information with any third parties (i.e. anyone that is not an employee of the New Cross Gate Trust) unless you specifically ask us to do so – such as through a referral to other services that you would like to access from another organisation.

**Individuals Rights**

Whenever we collect any information about you, you will have the following rights:

* To ask us not to share your data with anyone.
* To find out what information we hold about you.
* To ask us to change any information that is inaccurate.
* To ask us to delete any information that we hold about you.
* To check that we have not used your data for anything other than the purpose for which it was given and the consents that you have provided.
* To change your mind and your consent at any time.
* To object to the way in which we use your data
* To complain to the Information Commissioners Office (ICO) if you think there is a problem with the way we handle your personal information.

**Children’s data protection rights**

We do not currently collect any personal data from children electronically. However, if we do need to collect any personal data from children under the age of 16 in the delivery of services, we will first ask for the consent of the person holding ‘parental responsibility’ before processing this data.

**Subject access requests**

You may ask us to show you what information we hold about you. We will not charge you for this service. We will provide any information that we hold about you within 30 days of you making this request.

**Lawful basis for processing data**

**The lawful basis for processing of data is :**

6(1)(a) – Consent of the data subject**.**

**Data retention**

We will not hold personal data of our clients for more than 3 years. After this period, all personal data will be deleted from our data management system.

Any data that we are required to hold for more than 3 years will be anonymised and stored as summary statistics only.

**Data breaches**

If we have any breach of data that could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage, we will immediately notify the Information Commissioners Office (ICO).

If this data breach poses any threat to your personal rights and freedoms, we will notify you directly to tell you what has happened and what actions we are undertaking to rectify it.

We will also investigate the data breach to find out how this happened and what actions we need to take to make sure that this does not happen again.

**Data protection lead**

The Strategy and Partnerships manager has day-to-day responsibility for the protection of any individual’s data (Data Processor), and for implementing the data protection policy.

The designated lead on the Board of Trustees – **Currently Laura Wirtz** - is responsible for ensuring that we have an adequate data protection policy in place and that this is adhered to by staff (Data Controller).

**Further information**

Further information on your rights can be found here:

<https://ico.org.uk/for-the-public/>