



Belmont Community Association **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 Trustees, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All staff are responsible for observing this policy, and related procedures, in all areas of their work for the Association.

3) Overall policy statement

1. Belmont Community Association needs to keep personal data about its Trustees, users, supporters, staff and contractors, 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 our Association's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations.
5. We will provide users with details of the data we have about them when requested by the relevant user.
 6. We will delete data if requested by the relevant user, 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 user, 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. To uphold this policy, we will maintain a set of data protection procedures for our Trustees and staff to follow.

4) Review

This policy was approved by Trustees on 8 May 2019.