

CHARITYWORKS DATA PROTECTION POLICY

Introduction

In order to further its objectives, Charityworks processes personal data about living individuals. This policy sets out the organisation's commitment to data protection, and individual rights and obligations in relation to personal data.

This policy applies to the personal data of:

- participants, clients and volunteers in our programmes;
- trustees, employees and contractors of the charity.

A 'Data Controller' is the body that is responsible for complying with the Data Protection Act within the United Kingdom. Charityworks is the Data Controller for all of our programmes.

Where the delivery of our work is sub-contracted to an external organisation it will be acting as a Data Processor, as defined in UK data protection legislation, on our behalf. In all cases we ensure that the Data Processor is fully compliant with all data protection legislation and have a contract in place to ensure this compliance.

Definitions

"Data" is information which is processed or is intended to form part of a filing system. This applies to electronic or hard copy formats.

"Data Subject" is any identifiable, natural, legal person.

"Personal data" is any information that relates to an individual who can be identified from that information.

"Processing" is any use that is made of data, including collecting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric data.

Data Protection Principles

Charityworks processes personal data in accordance with the following data protection principles:

- Personal data is processed lawfully, fairly and in a transparent manner
- Personal data is collected only for specified, explicit and legitimate purposes
- Personal data is processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- Personal data is accurate, and all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay
- Personal data is kept only for the period necessary for processing
- Appropriate measures are adopted to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

Charityworks tells individuals, directly or via our data processors, the reasons for processing their personal data, how we use such data and the legal basis for processing in privacy notices. Personal data of individuals will not be processed for other reasons.

Charityworks and our data processors will not transfer personal data to countries outside the EEA.

Roles And Responsibilities

The trustees of Charityworks, as a charity registered with the Charity Commission, have ultimate responsibility for ensuring compliance with the General Data Protection Regulation.

At any time one of the trustees acts as the Data Protection Officer. They lead on ensuring compliance with the General Data Protection Regulation and this policy, and on the handling of any Subject Access Requests. The Data Protection Officer can be contacted via email at chair@charity-works.co.uk

Types Of Data Held

Personal data gathered during the relationship with Charityworks is securely held by our data processing partners. Details of information gathered and the periods for which personal data is held are contained in privacy notices provided by our data processing partners to relevant individuals.

For applicants to and participants in our programmes the information held can include:

- name, address and contact details, including email address and telephone number;
- information about your emergency contacts;
- a recently-acquired photograph;
- date of birth;
- details of qualifications, education history, skills, experience and employment history;
- information about socio-economic background including eligibility for free school meals and whether your parents attended university;
- information about current level of remuneration, including benefit entitlements;
- whether or not you have a disability;
- equal opportunities monitoring information, including information about ethnic origin, gender, sexual orientation, health and religion or belief;
- employment information including employer name and job title;
- programme performance reviews;
- programme assignments;
- assessor markings.

Where we or our partners process special categories of data, such as information about ethnic origin, sexual orientation, or religion or belief, this is for equal opportunities monitoring purposes.

In some cases, we will keep your data for a period after your participation has ended. Usually we will hold your data on file for 12 months after the end of the relevant programme. Retention periods can vary depending on why we need your data. This may be determined by law.

Individual Rights

As a data subject, you have a number of rights under data protection legislation:

- the right to be informed about how we use your data;
- the right to access your data and to be told what data is held, who by, the purpose for which it is held and how long it will be held for. You have the right to ask for a copy of your data and an explanation of where it has been sourced. The formal process for making such a request is known as a 'Subject Access Request'. You can find out more information about doing so at <https://ico.org.uk/for-the-public/personal-information/>;
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;
- the right to have personal information about you deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it;

- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, you can ask us to stop processing the data (whilst still holding it) until it has been corrected;
- the right to portability. You may transfer the data that we hold on you for your own purposes to another organisation;
- the right to object to the way we use or process your data;
- the right to regulate any automated decision-making and profiling on the basis of your personal data. You have a right not to be subject to automated decision making in a way that adversely affects your legal rights.

To exercise any of these rights you may contact the relevant data processor directly or contact the Charityworks Data Protection Officer via email at chair@charity-works.co.uk

Data Disclosures

Charityworks may be required to disclose certain data/information to any person. The circumstances leading to such disclosures include, but are not limited to:

- relevant individuals with disabilities – whether any reasonable adjustments are required to assist them at work
- individuals' health data – to comply with health and safety or occupational health obligations

Such disclosures will only be made when strictly necessary for the purpose.

Data Breaches

If there has been a breach of personal data that poses a risk to the rights and freedoms of individuals, it will be reported to the Information Commissioner within 72 hours of discovery, where feasible. The Data Protection Officer will record all data breaches regardless of their effect. If the breach is likely to result in a high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.

Automated Decision Making

Individuals have the right not to have decisions made about them solely on the basis of automated decision-making processes where there is no human intervention, where such decisions will have a significant effect on you.

Charityworks does not currently make any decisions based on such processes.

We will tell you beforehand if we use any automated forms of assessment in our decision-making processes. You have the right to request that your participation is not assessed by automated processes.