

Buckinghamshire Community Wellbeing (BCW) Hub			
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Data Protection Policy (GDPR compliant)

General Statement of Duties and Scope

Buckinghamshire Community Wellbeing Hub (BCW) Hub is required to process relevant personal data regarding service users, staff, volunteers, and trustees as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

Data Protection Manager

BCW Hub has appointed the Hub Manager as the Privacy Manager who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998. The Freedom of Information Act 2000 and the Protection of Freedoms Act 2012 are also relevant to parts of this Policy.

BCW Hub recognises The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) adopted 27 April 2016, which comes into force in the UK on 25 May 2018 and are actively working towards compliance with that Regulation.

The Principles

BCW Hub shall so far as is reasonably practicable comply with the Data Protection Principles (the Principles) contained in the Data Protection Act 1988 to ensure all data is:

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure

- Not transferred to other countries without adequate protection

Definitions

- BCW Hub is a Charitable Incorporated Organisation.
- Consent includes, where applicable, the consent of staff, volunteer, service user, supporters, students and donors.
- Data Subject is an individual who is the subject of the personal data.

Personal Data

Personal data includes facts, photos, documents, and records about an individual that identify an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary or a service user's details and records. Personal data may also include sensitive personal data as defined in the Act.

Processing of Personal Data

Consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment or operationally. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

Where BCW Hub processes personal data for marketing and fundraising purposes, data subjects have the right to request an opt out to these activities, which will be respected.

Sensitive Personal Data

BCW Hub may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings.

Rights of Access to Information

Data subjects have a right of access to information held by BCW Hub, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. Any data subject wishing to access their personal data should make a request in writing to the Privacy Manager. BCW Hub will not charge a fee. BCW Hub will respond to any such written requests as soon as is reasonably practicable and, in any event, within 1 month for access to records and 21 days to provide a reply to an access to information request. The information will be conveyed to the data subject in compliance with the relevant Acts.

Exemptions

Certain data is exempt from the provisions of the Data Protection Act 1998 including the following:

- National security and the prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon BCW Hub, including safeguarding and prevention of terrorism and radicalisation

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the Privacy Manager.

Accuracy

BCW Hub will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects will notify the data processor of any changes to information held about them. Data subjects have the right in some circumstances to request that inaccurate information about them is erased. This does not apply in all cases, for example, where records of mistakes or corrections are kept, or records which will be kept in the interests of all parties to which they apply.

Enforcement

If an individual believes that BCW Hub has not complied with this Policy or acted

otherwise than in accordance with the Data Protection Act, the member of staff should utilise BCW Hub Complaints Procedure and should also notify the DPC.

Data Security

BCW Hub will take appropriate technical and organisational steps to ensure the security of personal data.

All staff and volunteers will be made aware of this policy and their duties under the Act.

BCW Hub and therefore all staff, volunteers, and participants. Students are required to respect the personal data and privacy of others and will ensure that appropriate protection and security measures are taken against unlawful or unauthorised access to processing of personal data, and against the accidental loss of, or damage to all personal data.

An appropriate level of data security will be deployed for the type of data and the data processing being performed. In most cases, personal data will be stored in appropriate systems and be encrypted when transported offsite. Other personal data may be for publication or limited publication within BCW Hub, therefore having a lower requirement for data security.

Attention is also drawn to the existence of the BCW Hub Acceptable Use of Technology Policy, which provides more specific information on use of computers and technology.

External Processors

BCW Hub will ensure as far as is reasonably practicable that processing of data by external processors, for example, service providers, cloud services including storage, web sites etc. are compliant with this policy and relevant legislation.

Retention of Data

BCW Hub will generally retain personal data for the shortest time required and will periodically destroy such data where the connection with the data subject is no longer required, for example, data relating to a dormant or lapsed donor after will be destroyed after 12 months.

BCW Hub may retain data for differing periods of time for different purposes as required by statute, insurance or relevant practice. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

BCW Hub may store some data such as registers, photographs, achievements, books and documents etc. indefinitely in its archive. Where a data subject can be identified, images will be processed as personal data.

Secure Destruction

When data held in accordance with this policy is destroyed, it will be destroyed securely as deemed appropriate at the time of destruction.