



General Data Protection Regulation (GDPR) Policy & Procedure

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1. Purpose

- 1.1 The General Data Protection Regulation (GDPR) ensures Bethel Homeless Ministry process personal data responsibly and securely.
- 1.2 It continues to provide legal rights to data subjects to ensure they are protected from mishandling on their personal data.
- 1.3 The General Data Protection Regulation (GDPR) is for individuals who have day-to-day responsibilities for data protection.
- 1.4 Bethel Homeless Ministry will adhere to the Data Protection Act 1998 regulations it sets out.

2. Fair and Lawfully

- 2.1 We will process personal data fairly and lawfully.
- 2.2 We will explicitly inform all its members, visitors and guests on how their information will be used and the reasons why. This will either been done verbally or in a written format on a letter headed paper.
- 2.3 Any individual who requests their information from Bethel Homeless Ministry reserves the right to receive a copy. Bethel Homeless Ministry has 28 days to provide this information.

3. Personal Data Handling

- 3.1 Personal data must only be used for the correct purpose and must not be abused or shared with any third party without the consent of the individual.
- 3.2 If a new purpose occurs, Bethel Homeless Ministry must obtain consent from all individuals to use their personal data and explained how and why it is going to be used.

4. Relevance of Data

- 4.1 Personal data should be adequate, relevant and not excessive for its purpose.

4.2 Any personal data that is deemed irrelevant must be destroyed in the appropriate manner.

5. Maintenance of Data

5.1 Personal data collected on any individual must regularly checked and in date.

5.2 Personal data collected on any individual must be accurate.

6. Timing of Data

6.1 Personal data should not be kept longer than it is required too.

6.2 We will ensure that any data that is unnecessary or no longer needed, the data will be destroyed that very same day.

6.3 For good practice, we will inform all individuals their personal data has been destroyed.

7. Data Security

7.1 Personal data should be secured, locked and safe away from the public eye.

7.2 We will ensure all data is locked away and not accessible.

8. Subject Access Request

8.1 A SAR can be made requested to the charity via email, verbally or a letter.

8.2 The charity has 30 days to process the SAR.

8.3 During this process, the charity must not delete any information as this is in breach of the GDPR policy.

9. Data Subject Rights

9.1 Under the General Data Protection Regulation, the individual has the:

9.1 Right to be informed.

- 9.2 Right of access.
- 9.3 Right to rectification.
- 9.4 Right to erasure.
- 9.5 Right to restrict processing.
- 9.6 Right to personal data portability.
- 9.7 Right to object.
- 9.8 Right in relation to automated decision making and profiling.

10. Accountability and Governance

- 10.1 The GDPR policy will be accessible for anyone who requests it.
- 10.2 The Board of Trustees is accountable for audits to ensure that processes are robust and are being complied with.
- 10.3 The Board of Trustees is accountable for ensuring the General Data Protection Regulation (GDPR) policy is maintained and kept updated annually.
- 10.4 Any breach or near miss of personal data must be reported to the Data Protection Officer (DPO).