

Dean Acres Community Centre

Data Protection Policy

Background

Data Protection is an integral part of all Dean Acres Community Centre procedures and processes and will be considered in the design of all materials.

Aim

We have record keeping systems in place for the safe and efficient management that meets legal requirements for the storing and sharing of information within the framework of the GDPR.

The Information Commissioner's Office (ICO) is the regulatory body.

We must have a legal basis for collecting data, which will be one or more of the GDPR 'conditions to processing':

- Consent
- Necessary for contract
- Legal Obligation
- Vital Interests
- Lawful authority, in the public interest
- Legitimate interest

We have a Privacy statement on our website to specify how and why we process data. This statement is kept under regular review and may be updated as required, to improve our practice without necessitating Trustee approval.

Principles of data protection: lawful processing of data

Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is not compatible for these purposes
- adequate, relevant and necessary in relation to the purposes for which they are processed
- accurate, and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purpose for which they are processed, are erased or rectified without delay
- 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
- 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 ("integrity and confidentiality") Article 5 of the General Data Protection Regulations (2018).

Subject access requests

Individuals are entitled to request a copy of their data held by Dean Acres Community Centre. Information must be provided within 30 days of receipt of request. A fee may be charged for additional requests for the same material, or any requests that will incur excessive administration costs.

Making a Complaint

If a data subject feels their data has been misused or not kept secure, the data controller should be contacted. The Dean Acres Community Centre complaints procedure can be initiated (policy available on request).

If the response/outcome is not satisfactory, or for advice, the Information Commissioner's Office (ICO) should be contacted:

casework@ico.org.uk
Telephone: 0303 123 1113
Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF

Security, retention and destruction

Documents and records (hard copies and electronic) are stored and eventually destroyed in accordance with Dean Acres Community Centre procedures. Any security breach will be reported to the ICO within 72 hours. This includes accidental or unlawful destruction, loss, alteration, disclosure or access to personal data. If the breach is unlikely to risk subject's rights or freedoms it will not be reported but logged internally.

Right to be forgotten

In some circumstance a data subject can ask for information about them to be erased. Requests be responded to and comply with GDPR.

Rectification

All information held must be accurate, and to this end Dean Acres Community Centre will regularly update records.

Legal references

General Data Protection Regulation 2018

This policy was adopted at a meeting of Dean Acres Community Centre Board of Trustees	
Held on	
Date to be reviewed	
Signed on behalf of the Board of Trustees	
Name of signatory	
Role	

Policy Approved at Board Meeting held on 27th February 2025