



THE FOUR VILLAGES LINK

Registered Charity number 1064923

Data Protection Policy

Definitions

Personal data is information about a person which is identifiable as being about them.

It may be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection is about how the Four Villages LINK (FVL), as an organisation, ensures that we protect the rights and privacy of individuals compliant with the law when collecting, storing, using, amending, sharing, destroying or deleting personal data.

Responsibility

Overall and final responsibility for data protection lies with the Four Villages LINK Management Committee (FVLMC) who are jointly responsible for overseeing FVL activities and ensuring that this policy is upheld.

All FVL volunteers are responsible for observing this policy and related procedures in all areas of their FVL activities.

A member of the FVL Management Committee is allocated responsibility to ensure that all members of the FVLMC are aware of their Data Protection responsibilities and that the FVLMC is kept aware of FVL compliance with its Data Protection policies.

Policy overview

- The FVLMC needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
- We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy compliant with the General Data Protection Regulation (GDPR) and other relevant legislation.
- 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.
- We will only collect, store and use such data for:
 - purposes for which the individual has given explicit consent, or
 - purposes that are in our group's legitimate interests, or
 - contracts with the individual whose data it is, or
 - to comply with legal obligations, or
 - to protect someone's life, or
 - to perform public tasks.
- We will provide individuals with details of the data we have about them when requested by the relevant individual.

- We will delete data if requested by the relevant individual, unless we are required to keep it for legal reasons.
- We will delete personal data concerning Clients years after they have ceased to be Clients, unless we are required to keep it for legal reasons.
- We will delete personal data concerning Volunteers two years after they have ceased to be Volunteers, unless we are required to keep it for legal reasons.
- We will endeavour to keep personal data up-to-date and accurate.
- We will store personal data securely.
- We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
- We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- We will endeavour to prevent data breaches. In the event of there being a data breach, we will endeavour to rectify the breach by obtaining the return of any lost or shared data. We will also evaluate our processes to 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.
- To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

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