

**The Charity of the Order of The Regular Canonesses
of the Holy Sepulchre of our Lord
Registered Charity Number 1167869
A Charitable Incorporated Organisation (CIO)**

Data Protection Policy – Compliance with General Data Protection Regulations

1. Introduction

1.1 Purpose of policy

The purpose of this policy is to enable the Charity to:

- comply with the law in respect of the data it holds about individuals;
- follow good practice;
- protect volunteers, funders, members and all other individuals whose data the Charity holds;
- protect the Charity from the consequences of a breach of its responsibilities.

1.2 Data Protection Principles

1. Personal data should be processed fairly and lawfully
2. Personal data shall be obtained for a specific purpose
3. Personal data shall not be excessive to its purpose
4. Personal data shall be accurate and up-to-date
5. Personal data shall not be kept for longer than is necessary
6. Personal data shall be processed in accordance with the rights of data subjects under the GDPR (General Data Protection Regulations) May 2018
7. Appropriate measures must be taken to ensure safety of data and avoidance of loss, destruction or misuse of information.

1.3 Personal data

This policy applies to information relating to identifiable individuals.

1.4 Policy statement

The Charity will:

- comply with both the law and good practice;
- respect individuals' rights;
- be open and honest with individuals whose data is held;
- provide support for volunteers who handle personal data, so that they can act confidently and consistently.

The Charity recognises that its first priority under GPDR is to avoid causing harm to individuals. In the main this means:

- keeping information securely in the right hands, and;
- holding good quality information.

Secondly, GDPR aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account.

1.5 Data Controller

The Data Controller is Professor M. Alder, the Compliance coordinator for the Charity.

1.6 Volunteers

All volunteers will be given access to the Data Protection Policy as well as other relevant policies.

1.7 Purpose of holding information

Data subjects will be made aware that their data is being held purely for the purpose of making contact and, in an emergency, contacting next of kin.

1.8 The Charity has completed a GDPR checklist which has included a data audit and a privacy notice.

1.9 Individuals associated with the Charity will be asked to opt in by signing a privacy consent form which will be available on-line

1.10 Data storage

Data held will be securely stored and checked to ensure it is up-to-date. Data will be removed when individuals leave the Charity. Any data held will not be shared with any other individual or organisation.

1.11 Enforcement and monitoring

The enforcement of this policy and monitoring of its operation is the responsibility of the DPO, Professor M. Alder.

Original Policy:	September 2011
Date of Approval and Issue:	July 2016
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Version	3

