

Rotarian Action Group Against Child Slavery Privacy Policy Procedure

Rotarian Action Group Against Child Slavery needs to keep certain information on its members and supporters to carry out its day to day operations, to meet its objectives. It acknowledges the need to safeguard their details.

The Action Group is committed to ensuring any personal data will be dealt with in line with Personal Data Protection Code (see below). To comply with requirements personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with our data protection procedures. This document also highlights key data protection procedures within the Action Group.

This policy covers members and supporters and will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date as much as is possible
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This may include some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The Action Group will seek to abide by this code in relation to all the personal data it processes, i.e.

1 Accountability: those handling personal data follow data handling principles to help gain trust and safeguard personal data.

2 Visibility: Data subjects should have access to the information about themselves that the Action Group holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.

3 Consent: The collection and use of personal data must be fair and lawful and in accordance with the six data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.

4 Access: Everyone should have the right to know the roles and groups of people within the Action Group who have access to their personal data and who has used this data.

5 Stewardship: Those collecting and holding personal data have a duty of care to protect this data throughout the data life span.

Rotarian Action Group Against Child Slavery processes the following personal information: Name, Email Address, Contact Address, Rotary Club Name, Rotary District Number, Country of residence

Personal information is kept in the following forms: Computer Data Files

People within the organisation who will have access to and process personal information are: Chairman, Secretary and Treasurer. The Independent Financial Adviser inasmuch as the data will be used to aid him/her in the verification of the accounts.

Under the Data Protection Code, overall responsibility for personal data in a not for profit organisation rests with the governing body. In the case of Rotarian Action Group Against Child Slavery, this is the Board of Directors.

The governing body delegates tasks to the Data Controller(s). The Data Controller(s) is responsible for:

- understanding and communicating obligations under the Code

- identifying potential problem areas or risks
- producing clear and effective procedures
- notifying of any relevant interim changes

All personnel who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

To meet our responsibilities Data Controllers will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is competent in the procedure.
- Anyone wanting to make enquiries about handling personal information, whether a volunteer or service user, knows what to do;
- If there is a need, any disclosure of personal data will be in line with our procedures.

Queries about handling personal information will be dealt with swiftly and politely.

Training and awareness raising about Data Protection and how it is followed in this organisation will take the following forms:

On induction: Into any position designated to be linked to Data handling

We will inform people whose information is gathered about the following: Data Privacy procedure

Personal information will not be used apart from the exact purpose for which permission was given.

The names of the Data Controllers within this Rotarian Action Group, as specified, currently are Chairman Mark Little, Secretary Harry Payne, Treasurer Stephen Sypula

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under our Privacy Procedure to access personal data being kept about them alone on our computer files. Any person wishing to exercise this right should apply, in writing to Secretary Harry Payne harry@racsrag.org

We reserve the right, if felt appropriate, to make a charge on each occasion access is requested.

The following information will be required before access is granted: Enquirers Name, Rotary Club and District.

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within 40 days from receiving the written request.

This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant.