

Data Protection Policy

North Luffenham Village Trust

Last updated	February 2019
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Definitions

Charity	means North Luffenham Village Trust, a registered charity no. 218214
GDPR	means the General Data Protection Regulation.
Responsible Persons	means the Trustees of the Charity from whose number the Data Protection Subcommittee is appointed to oversee GDPR compliance and annual reviews
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.

1. Data protection principles

The Charity is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. 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 purposes for which they are processed, are erased or rectified without delay;
- e. 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. 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.

2. General provisions

- a. This policy applies to all personal data processed by the Charity.
- b. The Responsible Persons shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their own personal data and any such requests made to the charity shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the charity is done on the following lawful basis: legitimate interests ([see ICO guidance for more information](#)).
- b. The Charity shall note the appropriate lawful basis in the Register of Systems.

5. Data minimisation

- a. The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. Data relevant to the Charity's particular systems are
 - i. Identity Data
 - ii. Contact Data
 - iii. Basis of Application for beneficiaries and whether in receipt of other pensions, benefits or grants from other sources
 - iv. Beneficiary bank account details for payment of grants
 - v. Data and attestation from Trustees required for registration with Charity Commission
 - vi. Trustee start and end dates
 - vii. Data relating to tenants or lessees

6. Accuracy

- a. The Charity shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Charity shall put in place the following archiving policy for each area in which personal data is processed and review this process annually.
- b. The annual review of this policy shall reconfirm what data should/must be retained, for how long, and why.
- c. Retention Periods under this policy are as follows:
 - i. Application data: identity, contact and bank details shall be retained in full for 3 years
 - ii. Register of trustees shall be kept up to date and archive records shall be retained indefinitely as part of the history of the Trust
 - iii. Trustee attestation data shall be retained for as long as the Trustee is still serving and will

- be destroyed when the Trustee stands down
- iv. Financial records relating to grants paid shall be retained for 7 years
 - v. Tenant and lessee data will be retained by the Managing Agents to comply with their legal and auditing framework. The Trustees shall verify the GDPR compliance status of the Managing Agents and seek confirmation annually that there have been no data breaches and that all data is being managed in accordance with agreed policy.

8. Security

- a. The Charity shall ensure that personal data is stored securely either in paper files in locked drawers or using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

END OF POLICY