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**FAIR FROME**

**PRIVACY STATEMENT**

It is the policy of Fair Frome to respect the privacy of our clients, donors, members, staff, volunteers and of Fair Frome as an organisation. Employees, volunteers, and board members of Fair Frome may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Fair Frome that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

**PRIVACY, DATA PROTECTION AND GDPR POLICY**

**Introduction**

As a registered Charity with the UK Charity Commission board, it is a statutory duty we are required to follow the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. Staff and volunteers of the Fair Frome have a duty to follow this legislation.

Under the United Kingdom General Data Protection Regulations (UK GDPR) Fair Frome is required to comply with the UK-GDPR and undertakes to do so.

**Definitions**

For the purposes of this Policy, ‘Contact Information’ means any or all of the client’s: full name (including any preferences about how they like to be called), date of birth, contact number, full address and postcode, ages of any other adults and children, any information on the client’s personal, financial and living situation.

**Principles**

Fair Frome will ensure that all personal data that it collected and held by the organisation will be:

a)  processed lawfully, fairly and in a transparent manner in relation to individuals

b)  collected only 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 charities interest 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 charities interest or statistical purposes in subject to implementation of the appropriate technical and organisational measures required by the UK-GDPR in order to safeguard the rights and freedoms of individuals

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.

**Process**

Fair Frome will obtain, hold and process all personal data in accordance with the UK-GDPR for the following lawful purposes. In all cases the information collected, held and processed will be stored securely.

All of the above information will only be collected with consent from the client or referring individual.

Any further information that is to be shared with the wider public will only be shared Subject to the person’s consent, this may include information selected and forwarded by the Charity on activities by other organisations which are relevant to those of the Charity.

***Note:*** *this will not involve providing the person’s personal data to another organisation.*

**Individual Rights**

In line with UK GDPR, data subjects at Fair Frome have the right to inquire about how their personal data is being used, processed. These rights include their ability to:

1. Receive information on how their personal data is being used
2. Access their personal data
3. Update any incorrect or inaccurate personal data
4. Request erasure any data you have on them
5. Stop or restrict the processing of their personal data
6. Allow them to receive or transmit their data
7. Object to how you may process their data

They also have rights to object if you use their data for any of the following purposes:

1. Automated decision-making (without human involvement)
2. Profiling that can be used to forecast their behaviour or interests.

When collecting personal information Fair Frome will provide a Privacy Policy written in clear and plain language which is concise, transparent, intelligible, and easily accessible containing the following information:

1. The identity and contact details of the Data Protection Officer (Fair Frome Coordinators)
2. The purpose of the data processing and the lawful basis for the processing of the data
3. Any recipient or categories of recipients who will have access to the personal data
4. Details of Safeguard policies and Officers
5. The retention period and criteria for retaining the data
6. The individual’s right to withdraw consent at any time, where relevant

In the case of data obtained directly from the data subject, the information and consent will be provided at the time the data are obtained.

In the case that the data is not obtained directly from the data subject, the information will be provided within a reasonable period of the Fair Frome having obtained ***or****,* if the data is used to communicate with the data subject, when the first communication takes place*.*

**Privacy, Data Protection and GDPR Procedures at Fair Frome**

**Introduction**

The name of the Data Protection and GDPR Officer for Fair Frome is Bob Ashford. Implementation of the policy with regard to the Fair Frome is delegated to Rosie Oakley.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate investigation and discipline, including removal/dismissal.

**GDPR at Fair Frome**

Fair Frome is a small charity holding a small amount of sensitive data on a small number of people. The staff, volunteers and trustees understand and accept their responsibility under the UK General Data Protection Regulation (UK-GDPR) to hold all personal data securely and use it only for legitimate purposes with the knowledge and approval of the data subjects.

By the following operational policies and procedures all staff, volunteers and trustees are to uphold the principles and requirements of the UK-GDPR in a manner which is proportionate to the nature of the personal data being held by Fair Frome. The policies are based on the potential impacts on both Fair Frome and its data subjects of the personal data held by the Fair Frome being stolen, abused, corrupted or lost.

Fair Frome will always get consent before collecting data; being as transparent as possible in communicating its purpose for collecting the data. It will also store and keep data securely and document and update any GDPR records and procedures regularly. The following information states how Fair Frome as a charitable organisation will practically deal with these:

**Collecting Data**

Fair Frome collects a variety of personal data for which the data are required in the pursuit of its charitable objects. All personal data will be collected, held and processed in accordance with the relevant Data Privacy Notice provided to data subjects as part of the process of collecting the data.

A Data Privacy Notice will be provided, or otherwise made accessible, to all persons on whom the Charity collects, holds and processes data covered by the UK-GDPR. The Data Privacy Notice provided to data subjects will detail the nature of the data being collected, the purpose(s) for which the data are being collected and the subjects rights in relation to the Charity’s use of the data and other relevant information in compliance with the prevailing UK-GDPR requirements.

**Storing and Accessing Data**

Fair Frome will store all data securely and in line with current law. Except where completely necessary, only the Data Processors at Fair Frome shall have access to the personal data held by the Fair Frome. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared with the public or unauthorised individuals in the organisation. Fair Frome will not knowingly outsource its data processing to any third party (*eg:* Google G- Suite, Microsoft OneDrive) except as provided for in the section “Third Party Access to Data”.

All Fair Frome staff and trustees will periodically undergo appropriate training commensurate with the scale and nature of the personal data that the Fair Frome holds and processes under the UK-GDPR.

**Data Processing Equipment**

The scale and nature of the personal data held by the Fair Frome is not sufficient to justify the Charity purchasing dedicated computers for the processing of personal data. Instead, the Fair Frome will own at least 1 and not more than 5 removable storage devices to store the personal data that it holds and processes. The removable storage devices will also act as backup devices.

Whilst the data will be processed on the computers/laptops to which the Data Processors have access, no personal data covered by the UK-GDPR will be stored on those computers/laptops. All interim working data transferred to such computers/laptops for processing will be deleted once processing has been completed.

When not in use the removable storage devices will be kept in a secure location and reasonably protected against accidental damage, loss, avoidable theft or other misuse by persons other than the Data Processors.

**Data Processing Location**

Data Processors shall only process the Fair Frome and our client’s personal data in a secure location, and not in any public place, *e.g:* locations whether the data could be overlooked by others, using public WIFI or the removable data storage devices would be susceptible to loss or theft. Computers/laptops in use for data processing will not be left unattended at any time.

**Data Backups**

To protect against loss of data by accidental corruption of the data or malfunction of a removable data storage device (including by physical damage), all the Charity’s personal data shall be backed up periodically and whenever any significant changes (additions, amendments, deletions) are made to the data. Backup copies of the data shall be held in separate secure locations which are not susceptible to common risks (*eg:* fire, flood, theft). As far as is reasonably practical, all files containing personal data covered by the UK-GDPR will be password protected or encrypted using protective software.

**The Removal of Dysfunctional Data and Data Equipment**

Any equipment used to hold personal data, whether permanently or as interim working copies, which come to the end of their useful working life, or become dysfunctional, shall be disposed of in a manner which ensures that any residual personal data held on the equipment cannot be recovered by unauthorised persons. Equipment which becomes obsolete or dysfunctional shall not be disposed immediately. Instead, it will be stored securely while up-to-date expert advice on the most appropriate methods for its data cleansing and disposal can be sought and implemented.

**Dealing with a GDPR complaint**

Any Privacy or GDPR complaint and or grievance must be followed dealt with by following our Complaints and Grievance Procedures.

**Third Party Access to Data**

Under no circumstance will the Fair Frome share with, sell or otherwise make available to Third Parties any personal data except where it is necessary and unavoidable to do so in pursuit of its charitable objects. Whenever possible, data subjects will be informed in advance of the necessity to share their personal data with a Third Party in pursuit of the Fair Frome’s objects.

Before sharing personal data with a Third-Party, Fair Frome will take all reasonable steps to verify that the Third Party is, itself, compliant with the provisions of the UK-GDPR and confirmed in a written contract. The contract will specify that: The Charity is the owner of the data, and the Third Party will not use the data for its own purposes.

The Third Party will be responsible for the consequences of any theft, breach, corruption, or loss of the Charity’s data (including any fines or other penalties imposed by the Information Commissioner’s Office) unless such theft, breach, corruption, or loss was a direct and unavoidable consequence of the Third Party complying with the data processing instructions of the Data Controller. The Third Party will not share the data, or the results of any analysis or other processing of the data with any other party without the explicit written permission of Fair Frome. The Third Party will securely delete all data that it holds on behalf of the Charity once the purpose of processing the data has been accomplished.

The Charity does not, and will not, transfer personal data out of the UK.

**Data Breach**

In the event of any data breach coming to the attention of any Fair Frome staff, volunteers or Trustee’s. The Privacy and Data Protection Officer will notify Information Commission’s Office. In the event that full details of the nature and consequences of the data breach are not immediately accessible (*eg:* because Data Processors do not work on every normal weekday) the Privacy and Data Protection Officer will bring that to the attention of the Information Commissioner’s Office and undertake to forward the relevant information as soon as it becomes available.

**Computer misuse**

Some Fair Frome employees and volunteers have access to computers for use by them in connection with the charity’s business. Abuse by them is strictly prohibited. Volunteers and employees who are discovered unreasonably using the charity’s computers for personal and private purposes will be dealt with under the charity’s disciplinary procedure. Vandalism of the charity’s computer network constitutes a potential gross misconduct offence and could render that person liable to summary dismissal under the charity’s disciplinary procedure.

**Telephone misuse**

The charity’s phone lines are for the exclusive use by volunteers and employees in connection with the charity’s business, Excessive use of the telephone for personal calls is prohibited.

**Email and internet**

Some Fair Frome volunteers and employees have access to the charity’s email and internet for exclusive use by them in connection with the charity’s business, only duly authorised personnel have the authority to use email and the internet on the charity’s behalf. Any employee found to be contravening this may face serious action under the charity’s disciplinary procedure.

The purpose of these rules is to protect the charity’s legal interests. Unregulated access is to prevent disclosure of confidential information. In addition, carelessly worded email can expose the charity to defamation for libel as such emails sent on behalf of Fair Frome must be sent in the charity’s authorised style, which will be supplied to authorised users. Failure to follow the authorised style is a disciplinary matter and will be dealt with under the charity’s disciplinary procedure.

Volunteers and employees who are authorised users are not permitted to surf the internet or to spend time ‘chatting’ on email for personal or private purposes. It is not permitted to use email to circulate any material not connected with the charity. In addition sexist, racist or other offensive jokes sent by email are capable of amounting to harassment under the charity’s bullying and harassment policy and will be dealt with accordingly. Any personnel discovered contravening these rules will be dealt with under the charity’s disciplinary policy.

Logging on to sexually explicit websites or downloading pornography and/or circulation of pornography constitutes gross misconduct and will render the person responsible liable to gross dismissal under the charity’s disciplinary procedure.

The charity reserves the right to read a persons emails and to monitor their use of the internet, both through routine audits of the computer system and in specific cases where a problem relating to excessive and/or the unauthorised use is suspected.

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| Name: |  | Position: |  |
| Date: |  | Signature: |  |

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