



Data Protection Policy[UK & EU]

[Education for the Children Foundation]

Last updated	May 2018
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Definitions

Charity	means Education for the children Foundation[EFTC], a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person	means Michelle Aitken, Chair of Trustees.
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.
ICO	Information and Commissioner's Office

1. Data protection principles

EFTC 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."

1.2. Staff data:

CVs of job prospectors will be kept on record for 2 years. The unsuccessful candidate will be advised of our holding this data in the final correspondence and the opportunity to delete this data will also be given.

As a legal obligation employees personal details, including payroll data and performance appraisals will be kept on record for six years following the termination of employment contract. After this time all details will be deleted.

1.3. School data:

The ownership of all school data falls under Guatemalan legislation. Certain members of UK staff are able to access this information as processors and are trained in data protection regulations.

1.4. Visitor & Volunteer data:

All visitors and volunteers to the school/UK office complete an administration form which includes personal details, key skills and medical information. All sign an agreement prior to commencing their period with EFTC, this includes data protection awareness. As a legal obligation all details are kept on record for the duration of the visit/period of volunteering and for the following six years, after which time will be deleted from our records, unless people go on to become a sponsor/supporter (see 1.5).

1.5. Sponsor/Supporter data:

With individual agreement, current supporter data is kept on record. On termination of sponsorship or support, agreement will be sought to continue contact[eg Newsletter/updates]. If such contact is denied, our records will document this and all personal data will be removed.

As a legal obligation Gift Aid details will remain on file.

2. General provisions

- a. This policy applies to all personal data processed by EFTC.
- b. The Responsible Person shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. EFTC shall register with the Information Commissioner's Office as an organisation that processes personal data.
- e. The Foundation will not sell your data or give it to others to enable them to send unsolicited communications .

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, EFTC 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 personal data and any such requests made to EFTC shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. EFTC shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in EFTC's systems.

5. Data minimisation

- a. EFTC shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. EFTC 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, EFTC has a relevant archiving procedure for each area[1.2-1.5] in which personal data is processed and this process is reviewed annually.
- b. The archiving procedure takes into account the data that should/must be retained,

8. Security

- a. Access to personal data is limited to personnel who need access. Appropriate security is in place to avoid unauthorised sharing of information.
- b. All data is stored on secure systems, with password and individual logins across all devices.
- c. When personal data is deleted this is done safely, such that the data is irrecoverable.
- d. Appropriate backup and disaster recovery solutions are in place via Google Drive and Salesforce backup procedure.

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, EFTC shall promptly assess the risk to people's rights and freedoms and, if appropriate, report this breach to the ICO and take the appropriate action in relation to the individuals involved in a timely fashion.

10. Contact details:

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West Bridgford

Nottingham NG2 6BU

Data Protection Officer: michelle@eftc.org.uk