Shropshire Cerebral Palsy Society

Registered Charity No. 217156

**Shropshire Cerebral Palsy Society**

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DATA PROTECTION

POLICY

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WHAT IS GDPR?

The General Data Protection Regulation (GDPR) comes into effect on the 25th May 2018 and in the UK will replace the previous Data Protection Act (1998). It describes how organisations must collect, handle, and store personal data[[1]](#footnote-1).

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.

It also states[[2]](#footnote-2):

“the controller [SHROPSHIRE CEREBRAL PASLY SOCIETY] shall be responsible for, and be able to demonstrate, compliance with the principles.”

HOW DO WE ENSURE YOUR INFORMATION IS SAFE?

Data protection is incredibly important to us to ensure that our customers, employees, and anyone else who deals with us are secure in the knowledge that their information is safe with us. The steps below are how we ensure your information is kept safe:

* All trustees are trained according to this policy.
* Any electronic information we have stored is stored on password protected computers that are not shared. These computers are located in locked premises. The only people who have access to this information are people who require it in order to process grants or enquiries about grants. If this information needs to be uploaded to the cloud it is only uploaded to authorised and checked cloud services.
* Any electronic information we have stored on portable hard drives, or USB discs, are password protected and are kept in a secure office where unauthorised people cannot access.
* All computers are protected by approved security software and internal firewalls.
* Any non-electronic information we have stored is in a secure premises within a locked cupboards where unauthorised people cannot access.
* Personal data will be held in as few places as possible.
* Data Protection Impact Assessments (DPIA) are completed on all new technologies.
* Our database is password protected and only authorised users can access using their own passwords.

SHROPSHIRE CEREBRAL PALSY USING A THIRD-PARTY

Transferring personal data to other organisations needs to take place with appropriate safeguards and you can be assured that we will only share the personal data that is needed for these organisations to be able to provide the right service to you or support us in doing so.

We may transfer your personal data to the following third parties:

* Technology service providers – our partners who provide IT and website services.
* Delivery companies – our couriers, parcel firms and mail firms who deliver your goods or services and manage any returns on our behalf.
* Regulators and other governmental agencies or law enforcement agencies.
* Suppliers that you have identified in your grant application.

CONTACT US

If you have any queries about anything in the policy, or anything else, then please feel free to contact us.

We are contactable by post, email or facebook.

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1. Official Journal of the European Union – Page 35-36 – http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN [↑](#footnote-ref-1)
2. Official Journal of the European Union – Page 36 –http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN [↑](#footnote-ref-2)