



Statement and Policy Data Protection

Introduction

Newmarket Inter-Faith Forum ('NIFF'), as a charitable organisation, recognises the need to protect the data we keep about those who use the services we may at any time provide and about those with whom we collaborate in our work. As such, we wholeheartedly support a policy of data protection wherever it may be applicable in our work and responsibilities.

Statement

NIFF aims to protect any data we hold about trustees, members, staff, volunteers or service users and undertakes to ensure that the control and processing any such data is done so as to respect the right of an individual: to be informed about the use of any data relating to them; to access that data; to have that data rectified in the case of error; to have that data erased; to restrict the processing of that data; to obtain and reuse that data for comparable services; to object to the use of that data in any instance; and to be aware of the use of that data in automated processes, including profiling. The principal of data protection will apply to all those who control or process data within NIFF or on NIFF's behalf.

NIFF is committed to reviewing this statement and policy on an annual basis from the time of its adoption, and will ensure that its personnel are regularly reminded of these statements and policy.

Policy

Aims

- To ensure private data and the rights associated with the control and use of such data are protected;
- To ensure compliance with legislation on data protection, including the General Data Protection Regulation and Data Protection Act (2018) and any other legislation which becomes law;
- To use data in the best interests of staff, volunteers and service users.

Objectives

- Any trustees, staff, volunteers, members and service users who are commissioned in the control and use of personal data will be made aware of their responsibilities to protect data and respect the rights of those individuals to whom the data relates, as defined in the Data Protection Act (2018) and summarised in the above statement, in any area relating to NIFF's work.
- Trustees, committees, staff and volunteers of NIFF will be made aware of this policy and their requirement to work within it. Because NIFF is a collaborative organisation, any individual or organisation with whom NIFF works will be expected to have or adopt a data protection policy with similar aims and objectives.
- The trustees will monitor and review annually data protection within NIFF, and will conduct a regular audit of data held. Should there be a significant change in the way that NIFF operates, especially in regards to membership, there will be an associated review of this policy.

Implementation

- Responsibility for implementing and developing the policy rests with the trustees. They may delegate this responsibility at any time for the effective carrying out of a particular task or project.
- Any personal data held by a trustee, member, staff member or volunteer of NIFF must be held securely, whether that data is held physically or digitally. It must not be shared within NIFF, with any organisation with whom NIFF collaborates, or with any third party, other than for purposes declared to the individual to whom the data relates, and in accordance with their rights.
- Any individual about whom personal data is held by a trustee, member, staff member or volunteer of NIFF must be informed as to the nature of the data held and the purposes for which that data is intended to be used. The data must only be used for those purposes declared to the individual and for which consent has been obtained.
- Any breach in the privacy of personal data must be reported to the relevant authority (i.e. the Information Commissioner's Office) within seventy-two hours.

Monitoring and Review

- A review of the policy will be undertaken annually within a meeting of the trustee board. This will include an audit to ensure that NIFF is operating according to the stated aims and objectives of the policy. Trustees, staff, volunteers, committee members, members and

service users will be encouraged to submit comments for consideration at the time of the review, and are invited to do so at any other time.

- All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against the data protection policy.

This policy along with the data protection statement was approved and adopted by the trustees at their meeting on Monday 16th September 2019.