

## **Data Protection Policy - South Devon Evangelical Trust (SDET)**

Under the General Data Protection regulations 2018, trustees of South Devon Evangelical Trust (SDET) have the following responsibilities;

- To process personal data lawfully, fairly and in a transparent manner
- To use the personal data only for the purpose for which it was collected
- To collect an adequate and limited amount of personal data for the purpose required
- To make every effort to keep personal data up-to-date and accurate
- To only keep personal data for as long as necessary
- To keep personal data securely.

Individuals also have the following rights;

- The right to be informed about how SDET will use the personal data
- The right to access the data SDET holds on an individual
- The right to have personal data corrected if it is inaccurate
- The right to request the deletion or removal of personal data
- The right to restrict processing of their personal data
- The right to object to their personal data being used.

There are also two more rights (the right to data portability and the rights related to automated decision making, but these do not apply to the work that SDET undertakes)

In order to fulfil these legal requirements SDET will:

1. Identify someone within the organization who has responsibility for data protection.
2. Have a privacy notice which is easily available to supporters.
3. Keep clear records of the personal data SDET holds and the purpose for which it is held.
4. Promptly delete data once it is finished with.
5. Respond to any request from individuals about personal data within 30 days, without cost. However, the trustees can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.
6. Take all reasonable steps to keep personal data secure, which are reviewed annually to ensure security arrangements are up-to-date.
7. Train staff and volunteers about what constitutes a data breach and the action required should a data breach occur.