

Review Date:	15/04/2024	By Whom:	Caitlin Howells director	Signed:	Caitlin Howells
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GDPR

Introduction

The General Data Protection Regulation (**GDPR**) is the name of the new European privacy regulation and came in to force 25th May 2018.

The policy provides guidance in relation to the processing of personal data under the GDPR. This policy covers data held manually, digitally and electronically.

This policy describes what we do with the personal data we process and how we protect data subjects.

'Personal Data' means any information from which a person can be identified; it includes things like name, e-mail address, home address and telephone number. "Data Subject" means any individual about whom we store data.

There is a sub-category of personal data, which is referred to in the regulations as "sensitive personal data", and there are even more obligations on those who process this data. Sensitive personal data is information that relates to an individual's political opinions, racial or ethnic origins, mental or physical health, sexual life, religious persuasion, trade union affiliation or criminal record.

The company is committed to protecting the privacy of all data subjects. We will endeavour to ensure that all information provided to us and held by us is kept private and confidential and will only be used in order that we can provide the services requested by an individual or organisation under the appropriate legal basis for processing the data.

Obligations and Responsibilities

The Eight Data Protection Principles

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All users of personal data must comply with 8 data protection principles:

1. **Personal data must be processed fairly and lawfully.** This means that the data must be obtained in a way that is open, with an explanation of the purpose for which the data is to be used.
2. **Data should be obtained only for one or more stated and lawful purposes and must not be processed in any way that is incompatible with those purposes.**
3. **Data must be adequate, relevant and not excessive in relation to the purposes for which it is processed.**
4. **Data should be accurate and, where necessary up to date.**
5. **Data will not be kept for longer than is necessary for the purposes for which it is processed.**
6. **Data must be processed in accordance with the rights of data subjects.**
7. **Data must be protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage.**
8. **Data must not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of data.**

Responsibilities

All staff are required to maintain confidentiality in their work as appropriate. In relation to personal data it is essential to review procedures for handling such data to ensure that all processing is lawful.

Lawful basis for processing

The six lawful bases for processing personal data are as follows:

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- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Rights to Access to Information

Everyone has the right to access information held on them by the company. To do so, you should make a written request to the company Data Protection Manager, setting out in detail the information you wish to see.

Information will be supplied within 20 days of the written request being received. Access to the information will be in the presence of a nominated person. The sole purpose of this is to ensure that no material is inappropriately removed or destroyed, and to protect the individual seeking access from any such allegations at a later date. You may, within reason request copies of any or all of the information to which you seek access. A record will be

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made of any copies requested and provided, including date and place together with the name of the person providing them.

All information will be kept in line with the requirements of relevant 3rd parties including statutory bodies and Acts or laws relating to Safeguarding.

Use of Personal Information

Data subject information is used to

- a) Evidence eligibility and compliance for contracts and grant funded projects. In this case we will ask you to sign a data consent form so that we may collect relevant data and, where appropriate, use photos or quotes for our reports or website.
- b) Contact you with updates and/or information that is relevant to you/your business based on previous contact.
- c) Conduct our normal business activities i.e. invoicing

We will only share details of data subjects within the company (this includes relevant staff and, where necessary appointed representatives such as Directors) or where necessary, with third parties - see **Third party request for data**

Personal information will only be held for as long as necessary in order to comply with legal or contractual obligations. Data subjects must inform us of any changes to personal information so that we can keep records up to date.

Where the company reasonably believes that it is required by law to disclose any personal information held by the company to a third party, whether in compliance with any applicable law or regulation the company may do so.

Third party request for data

Information on Data Subjects is occasionally requested by third parties such as our funders. Information relating to individual data subjects is anonymised and not shared without a legal basis or a Third Party GDPR agreement. Where

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information is required that may identify an individual we will ask for your specific consent to do so. A record will be kept on file of any disclosure, including date, to whom, and the reason for the request.

Security

The company will take the necessary steps to protect personal data and will only store information securely in line with GDPR requirements.

Transfer of data

Where information regarding a data subject is required to be shared outside of the company the document or file will be encrypted or password protected.

General

All personal data stored by us will be regularly reviewed to ensure it is

- a) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- b) accurate and, where necessary, kept up to date.
- c) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
- d) 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

Any data subject has the right to find out what data the company holds about the user and have it amended or removed if applicable.

Any user or organisation that wishes to request further information about this privacy policy should contact the Data Protection Manager Caitlin Howells by emailing fieldofjoynorfolk@gmail.com

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We might need to make changes to how data is processed at any time. However, we will not change the way it uses personal information without telling the user in advance with an opportunity to opt out of, or prevent the new use of, personal information.

Exemptions to Access

Access may not be permitted in the following circumstances:

- It would contradict the laws and Acts relating to Safeguarding
- The data subject has not provided sufficient information to enable the data controller to satisfactorily identify the data subject or otherwise comply with the request.
- The data controller has already complied with the same or similar request within a reasonable period.
- Disclosure of the data would also disclose information relating to another individual unless the other individual has consented.

Field of Joy Ltd is registered with the Information Commissioners Office and complies with all related legislation.

Field of Joy Ltd has registered Caitlin Howells as the Person with Significant Control with Companies House.

Full details of how we manage data can be found in our Privacy Statement which can be found on the website or requested from the Data Protection Manager.