

# DYSPRAXIA FOUNDATION DATA PROTECTION POLICY

## 1. Introduction

This Policy sets out the obligations of Dyspraxia Foundation (“the Charity”) regarding data protection and the rights of members, enquirers, donors, trusts and business contacts (“data subjects”) in respect of their personal data under the General Data Protection Regulation (“the Regulation”).

The Regulation defines “personal data” as any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

This Policy sets out the procedures that are to be followed when dealing with personal data. The procedures and principles set out herein must be followed at all times by the Charity, its employees, agents, volunteers, contractors, or other parties working on behalf of the Charity.

The Charity is committed not only to the letter of the law, but also to the spirit of the law and places high importance on the correct, lawful, and fair handling of all personal data, respecting the legal rights, privacy, and trust of all individuals with whom it deals.

## 2. The Data Protection Principles

This Policy aims to ensure compliance with the Regulation. The Regulation sets out the following principles with which any party handling personal data must comply. All personal data must be:

- a) processed lawfully, fairly, and in a transparent manner in relation to the data subject;
- 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 it is processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is 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 is 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 Regulation in order to safeguard the rights and freedoms of the data subject;
- 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.

### **3. Lawful, Fair, and Transparent Data Processing**

The Regulation seeks to ensure that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject. The Regulation states that processing of personal data shall be lawful if at least one of the following applies:

- 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 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 the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

### **4. Processed for Specified, Explicit and Legitimate Purposes**

- 4.1 The Charity collects and processes the personal data set out in Part 21 of this Policy. This may include personal data received directly from data subjects (i.e. enquiries, members, donors, delegates) (for example, contact details used when they communicate with us)
- 4.2 The Charity only processes personal data for the specific purposes set out in Part 21 of this Policy (or for other purposes expressly permitted by the Regulation). The purposes for which we process personal data will be informed to data subjects at the time that their personal data is collected. Each data subject will be informed verbally or directed to our Retention Policy held on the website.

### **5. Adequate, Relevant and Limited Data Processing**

The Charity will only collect and process personal data for and to the extent necessary for the specific purpose(s) informed to data subjects as under Part 4, above.

### **6. Accuracy of Data and Keeping Data Up To Date**

The Charity shall ensure that all personal data collected and processed is kept accurate and up-to-date. The accuracy of data shall be checked when it is collected and or the time the subject informs us of any changes. Where any inaccurate or out-

of-date data is found, all reasonable steps will be taken without delay to amend or erase that data, as appropriate.

#### **7. Timely Processing**

The Charity shall not keep personal data for any longer than is necessary in light of the purposes for which that data was originally collected and processed. All data will be kept for members and delegates for two years, fundraisers and donors for seven years and enquiries to the helpline service kept for three months to enable processing of their request. When the data is no longer required, all reasonable steps will be taken to erase it without delay. All accountancy records will be kept for the recommended HMRC guidelines after which time, all reasonable steps will be taken to erase them without delay.

**See: Dyspraxia Foundation Data Retention Policy**

#### **8. Secure Processing**

The Charity shall ensure that all personal data collected and processed is kept secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage. Further details of the data protection and organisational measures which shall be taken are provided in Parts 22 and 23 of this Policy.

#### **9. Accountability**

9.1 The Charity's Data Protection Lead, Jane Trowbridge, Operations Manager.

9.2 The Charity shall keep written internal records of all personal data collection, holding, and processing, which shall incorporate the following information:

- a) The name and details of the Charity, its Data Protection Lead, and any applicable and third party controllers.
- b) The purposes for which the Charity processes personal data;
- c) Details of the categories of personal data collected, held, and processed by the Charity; and the categories of data subject to which that personal data relates;
- d) Details (and categories) of any third parties that will receive personal data from the Charity;
- e) Details of any transfers of personal data to non-EEA countries including all mechanisms and security safeguards;
- f) Details of how long personal data will be retained by the Charity; and
- g) Detailed descriptions of all technical and organisational measures taken by the Charity to ensure the security of personal data.

#### **10. Data Protection Privacy Impact Assessments (DPIA)**

The Charity shall carry out Privacy Impact Assessments when and as required under the Regulation. This is particularly the case when new equipment is brought into the Charity. Each new equipment will have a stated DPIA and this written assessment will be kept in the folder marked DPIA by the Operational Manager of the Charity in the

office. Privacy Impact Assessments shall be overseen by the Charity's Data Protection Lead and shall address the following areas of importance:

- 10.1 The purpose(s) for which personal data is being processed and the processing operations to be carried out on that data;
- 10.2 Details of the legitimate interests being pursued by the Charity;
- 10.3 An assessment of the necessity and proportionality of the data processing with respect to the purpose(s) for which it is being processed;
- 10.4 An assessment of the risks posed to individual data subjects; and
- 10.5 Details of the measures in place to minimise and handle risks including safeguards, data security, and other measures and mechanisms to ensure the protection of personal data, sufficient to demonstrate compliance with the Regulation.

## **11. The Rights of Data Subjects**

The Regulation sets out the following rights applicable to data subjects:

- a) The right to be informed;
- b) The right of access;
- c) The right to rectification;
- d) The right to erasure (also known as the 'right to be forgotten');
- e) The right to restrict processing;
- f) The right to data portability;
- g) The right to object;
- h) Rights with respect to automated decision-making and profiling.

## **12. Keeping Data Subjects Informed**

12.1 The Charity shall ensure that the following information is provided to every data subject when personal data is collected:

- a) Details of the Charity including, but not limited to the Data Protection Lead;
- b) The purpose(s) for which the personal data is being collected and will be processed (as detailed in Part 21 of this Policy) and the legal basis justifying that collection and processing;
- c) Where applicable, the legitimate interests upon which the Charity is justifying its collection and processing of the personal data;
- d) Where the personal data is not obtained directly from the data subject, the categories of personal data collected and processed;
- e) Where the personal data is to be transferred to one or more third parties, details of those parties;
- f) Where the personal data is to be transferred to a third party that is located outside of the European Economic Area (the "EEA"), details of that transfer including but not limited to the safeguards in place (see Part 24 of this Policy for further details concerning such third country data transfers);

- g) Details of the length of time the personal data will be held by the Charity (or, where there is no predetermined period, details of how that length of time will be determined);
  - h) Details of the data subject's rights under the Regulation;
  - i) Details of the data subject's right to withdraw their consent to the Charity's processing of their personal data at any time;
  - j) Details of the data subject's right to complain to the Information Commissioner's Office (the 'supervisory authority' under the Regulation);
  - k) Where applicable, details of any legal or contractual requirement or obligation necessitating the collection and processing of the personal data and details of any consequences of failing to provide it;
  - l) Details of any profiling used to send relevant information to data subjects.
- 12.2 The information set out above in Part 12.1 shall be provided to the data subject at the following applicable time:
- 12.2.1 Where the personal data is obtained from the data subject directly, at the time of collection;
  - 12.2.2 Where the personal data is not obtained from the data subject directly (i.e. from another party):
    - a) If the personal data is used to communicate with the data subject, at the time of the first communication; or
    - b) If the personal data is to be disclosed to another party, before the personal data is disclosed; or
    - c) In any event, not more than one month after the time at which the Charity obtains the personal data.

### **13. Data Subject Access**

- 13.1 A data subject may make a subject access request ("SAR") at any time to find out more about the personal data which the Charity holds about them. The Charity is normally required to respond to SARs within one month of receipt (this can be extended by up to two months in the case of complex and/or numerous requests, and in such cases the data subject shall be informed of the need for the extension).
- 13.2 All subject access requests received must be forwarded Data Protection Lead.
- 13.3 The Charity does not charge a fee for the handling of normal SARs. The Charity reserves the right to charge reasonable fees for additional copies of information that has already been supplied to a data subject, and for requests that are manifestly unfounded or excessive, particularly where such requests are repetitive.

### **14. Rectification of Personal Data**

- 14.1 If a data subject informs the Charity that personal data held by the Charity is inaccurate or incomplete, requesting that it be rectified, the personal data in question shall be rectified, and the data subject informed of that rectification, within one month of receipt the data subject's notice (this can be extended by

up to two months in the case of complex requests, and in such cases the data subject shall be informed of the need for the extension).

- 14.2 In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of any rectification of that personal data.

## **15. Erasure of Personal Data**

15.1 Data subjects may request that the Charity erases the personal data it holds about them in the following circumstances:

- a) It is no longer necessary for the Charity to hold that personal data with respect to the purpose for which it was originally collected or processed;
- b) The data subject wishes to withdraw their consent to the Charity holding and processing their personal data;
- c) The data subject objects to the Charity holding and processing their personal data (and there is no overriding legitimate interest to allow the Charity to continue doing so) (see Part 18 of this Policy for further details concerning data subjects' rights to object);
- d) The personal data has been processed unlawfully;

15.2 Unless the Charity has reasonable grounds to refuse to erase personal data, all requests for erasure shall be complied with, and the data subject informed of the erasure, within one month of receipt of the data subject's request (this can be extended by up to two months in the case of complex requests, and in such cases the data subject shall be informed of the need for the extension).

15.3 In the event that any personal data that is to be erased in response to a data subject request has been disclosed to third parties, those parties shall be informed of the erasure (unless it is impossible or would require disproportionate effort to do so).

## **16. Restriction of Personal Data Processing**

16.1 Data subjects may request that the Charity ceases processing the personal data it holds about them. If a data subject makes such a request, the Charity shall retain only the amount of personal data pertaining to that data subject that is necessary to ensure that no further processing of their personal data takes place.

16.2 In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of the applicable restrictions on processing it (unless it is impossible or would require disproportionate effort to do so).

## **17. Data Portability**

17.1 The Charity processes personal data using automated means. Information is processed on Sage, Access, Donorfy and Excel and via Wordpress.

17.2 Where data subjects have given their consent to the Charity to process their personal data in such a manner or the processing is otherwise required for the performance of a contract between the Charity and the data subject, data

subjects have the legal right under the Regulation to receive a copy of their personal data and to use it for other purposes (namely transmitting it to other data controllers, e.g. other organisations).

- 17.3 To facilitate the right of data portability, the Charity shall make available all applicable personal data to data subjects in compatible format.
- 17.4 Where technically feasible, if requested by a data subject, personal data shall be sent directly to another data controller through encrypted format.
- 17.5 All requests for copies of personal data shall be complied with within one month of the data subject's request (this can be extended by up to two months in the case of complex requests in the case of complex or numerous requests, and in such cases the data subject shall be informed of the need for the extension).

## 18. Objections to Personal Data Processing

- 18.1 Data subjects have the right to object to the Charity processing their personal data based on legitimate interests (including profiling), direct marketing (including profiling), and processing for scientific and/or historical research and statistics purposes.
- 18.2 Where a data subject objects to the Charity processing their personal data based on its legitimate interests, the Charity shall cease such processing forthwith, unless it can be demonstrated that the Charity's legitimate grounds for such processing override the data subject's interests, rights and freedoms; or the processing is necessary for the conduct of legal claims.
- 18.3 Where a data subject objects to the Charity processing their personal data for direct marketing purposes, the Charity shall cease such processing forthwith.
- 18.4 Where a data subject objects to the Charity processing their personal data for scientific and/or historical research and statistics purposes, the data subject must, under the Regulation, 'demonstrate grounds relating to his or her particular situation'. The Charity is not required to comply if the research is necessary for the performance of a task carried out for reasons of public interest.

## 19. Automated Decision-Making

The charity does not use automated decision-making.

## 20. Profiling

Where the Charity uses personal data for profiling purposes, the following shall apply:

- a) The charity uses profiling to send relevant information to our data subjects and to gather statistics to demonstrate the impact of our services and support fundraising initiatives.

## 21. Personal Data

The following personal data may be collected and processed by the Charity:

- a) Name, address, telephone number and email address so that a member, enquirer, conference delegates, speaker, donor or trust can be easily

**Commented [A1]:** Some of thi I think may be relevant to us when perhaps we are gaining information about our members for statistical information or government. However, I am not sure – does anyone else know? ICO states  
: automated individual decision-making (making a decision solely by automated means without any human involvement);and. profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

identified, contacted directly and for identification. Information is kept on Word, Access, Excel, Sage, Donorfy, Dropbox, Mailchimp and Wordpress. Hard copies will be held in a locked filing cabinet in a locked office. The PCs are password protected. The charity is secured in locked offices within a locked building.

- b) All relevant administration paperwork is kept in a locked office on the premises which are locked at night.
- c) Account records of invoices and payments are kept on Sage in order to ensure correct accounting procedures are carried out and for completing tax returns. Relevant paper work is filed and kept in a locked office on the premises which are locked at night.
- d) Data relating to staff members include
  - o Identification information relating to employees including, but not limited to, names and contact details;
  - o Equal opportunities monitoring information including age, gender, race, nationality and religion. (Such information shall be anonymised wherever possible);
  - o Details of length of sick and annual leave;
  - o Employment records including, but not limited to, interview notes, curricula vitae, application forms, assessments, performance reviews and similar documents;
  - o Details of salaries including increases, bonuses, commission, overtime, benefits and expenses;
  - o Records of disciplinary matters including reports and warnings, both formal and informal;
  - o Details of grievances including documentary evidence, notes from interviews, procedures followed and outcomes;
  - o Bank account details in order for salary payment;

That data will be collected, held securely and processed in accordance with the data protection principles and with this Policy. The following data may be collected, held and processed by the Charity.

## **22. Data Protection Measures**

The Charity shall ensure that all its employees, agents, contractors, or other parties working on its behalf comply with the following when working with personal data:

- a) All emails containing personal data must be encrypted.
- b) Where any personal data is to be erased or otherwise disposed of for any reason (including where copies have been made and are no longer needed), it should be securely deleted and disposed of. Hardcopies should be shredded, and electronic copies should be deleted securely using a secure method.
- c) Personal data may be transmitted over secure networks only; transmission over unsecured networks is not permitted in any circumstances;
- d) Personal data may not be transmitted over a wireless network if there is a wired alternative that is reasonably practicable;
- e) Personal data contained in the body of an email, whether sent or received,

should be copied from the body of that email and stored securely. The email itself should be deleted. All temporary files associated therewith should also be deleted;

- f) Where Personal data is to be sent by facsimile transmission the recipient should be informed in advance of the transmission and should be waiting by the fax machine to receive the data unless this is an approved safe haven.
- g) Where Personal data is to be transferred in hardcopy form it should be passed directly to the recipient, referring agency or sent using the mail service.
- h) No personal data may be shared informally and if an employee, agent, sub-contractor, or other party working on behalf of the Charity requires access to any personal data that they do not already have access to, such access should be formally requested from the Data Protection Officer and written confirmation given with a copy kept in a locked filing cabinet in the locked office.
- i) All hardcopies of personal data, along with any electronic copies stored on physical, removable media should be stored securely in a locked box, drawer, cabinet or similar;
- j) No personal data may be transferred to any employees, agents, contractors, or other parties, whether such parties are working on behalf of the Charity or not, without the written authorisation of the Data Protection Lead.
- k) Personal data must be handled with care at all times and should not be left unattended or on view to unauthorised employees, agents, sub-contractors or other parties at any time;
- l) If personal data is being viewed on a computer screen and the computer in question is to be left unattended for any period of time, the user must lock the computer and screen before leaving it;
- m) No personal data should be stored on any mobile device (including, but not limited to, laptops, tablets and smartphones), whether such device belongs to the Charity or otherwise (without the formal written approval of the Data Protection Lead, Dyspraxia Foundation, 8 West Alley, Hitchin, Herts SG5 1EG) and, in the event of such approval, strictly in accordance with all instructions and limitations described at the time the approval is given, and for no longer than is absolutely necessary.
- n) No personal data should be transferred to any device personally belonging to an employee and personal data may only be transferred to devices belonging to agents, contractors, or other parties working on behalf of the Charity where the party in question has agreed to comply fully with the letter and spirit of this Policy and of the Regulation (which may include demonstrating to the Charity that all suitable technical and organisational measures have been taken);
- o) All personal data stored electronically should be backed up daily with backups stored off site.
- p) All electronic copies of personal data should be stored securely using passwords and the relevant system data encryption where available
- q) All passwords used to protect personal data should be changed regularly and should not use words or phrases that can be easily guessed or otherwise compromised. All passwords must contain a combination of three of the following four: uppercase/ lowercase/numbers/symbols. All software used by the Charity is designed to require such passwords. All computers should have the windows control setting set to force users to change their passwords after

- 90 number of days;
- r) Under no circumstances should any passwords be written down or shared between any employees, agents, contractors, or other parties working on behalf of the Charity, irrespective of seniority or department. If a password is forgotten, it must be reset using the applicable method. IT staff do not have access to passwords;
- s) No personal data held by the Charity is used for marketing purposes.
- t) If any personal data is no longer required by the Charity, it should be securely deleted and disposed of by shredding or secure erase of electronic data.

### **23. Organisational Measures**

The Charity shall ensure that the following measures are taken with respect to the collection, holding, and processing of personal data:

- a) All employees, agents, contractors, volunteers or other parties working on behalf of the Charity shall be made fully aware of both their individual responsibilities and the Charity's responsibilities under the Regulation and under this Policy, and shall be provided with a copy of this Policy;
- b) Only employees, agents, sub-contractors, volunteers or other parties working on behalf of the Charity that need access to, and use of, personal data in order to carry out their assigned duties correctly shall have access to personal data held by the Charity;
- c) All employees, agents, contractors, volunteers or other parties working on behalf of the Charity handling personal data will be appropriately trained to do so;
- d) All employees, agents, contractors, volunteers or other parties working on behalf of the Charity handling personal data will be appropriately supervised;
- e) Methods of collecting, holding and processing personal data shall be regularly evaluated and reviewed;
- f) The performance of those employees, agents, contractors, volunteers or other parties working on behalf of the Charity handling personal data shall be regularly evaluated and reviewed;
- g) All employees, agents, contractors, volunteers or other parties working on behalf of the Charity handling personal data will be bound to do so in accordance with the principles of the Regulation and this Policy by contract;
- h) All agents, contractors, volunteers or other parties working on behalf of the Charity handling personal data must ensure that any and all of their employees who are involved in the processing of personal data are held to the same conditions as those relevant employees of the Charity arising out of this Policy and the Regulation;
- i) Where any agent, contractor, volunteer or other party working on behalf of the Charity handling personal data fails in their obligations under this Policy that party shall indemnify and hold harmless the Charity against any costs, liability, damages, loss, claims or proceedings which may arise out of that failure.

### **24. Transferring Personal Data to a Country Outside the EEA**

24.1 The Charity may from time to time transfer ('transfer includes making available

remotely) personal data to countries outside of the EEA.

- 24.2 The transfer of personal data to a country outside of the EEA shall take place only if one or more of the following applies:
- a) The transfer is to a country, territory, or one or more specific sectors in that country (or an international organisation), that the European Commission has determined ensures an adequate level of protection for personal data;
  - b) The transfer is to a country (or international organisation) which provides appropriate safeguards in the form of a legally binding agreement between public authorities or bodies; binding corporate rules; standard data protection clauses adopted by the European Commission; compliance with an approved code of conduct approved by a supervisory authority (e.g. the Information Commissioner's Office); certification under an approved certification mechanism (as provided for in the Regulation); contractual clauses agreed and authorised by the competent supervisory authority; or provisions inserted into administrative arrangements between public authorities or bodies authorised by the competent supervisory authority;
  - c) The transfer is made with the written informed consent of the relevant data subject(s);
  - d) The transfer is necessary for the conduct of legal claims;
  - e) The transfer is necessary to protect the vital interests of the data subject or other individuals where the data subject is physically or legally unable to give their consent;

## 25. Data Breach Notification

- 25.1 All personal data breaches must be reported immediately to the Charity's data protection officer.
- 25.2 If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), the data protection officer must ensure that the Information Commissioner's Office is informed of the breach without delay, and in any event, within 72 hours after having become aware of it.
- 25.3 In the event that a personal data breach is likely to result in a high risk (that is, a higher risk than that described under Part 25.2) to the rights and freedoms of data subjects, the data protection officer must ensure that all affected data subjects are informed of the breach directly and without undue delay.
- 25.4 Data breach notifications shall include the following information:
- a) The categories and approximate number of data subjects concerned;
  - b) The categories and approximate number of personal data records concerned;
  - c) The name and contact details of the Charity's data protection officer (or other contact point where more information can be obtained);
  - d) The likely consequences of the breach;
  - e) Details of the measures taken, or proposed to be taken, by the Charity to address the breach including, where appropriate, measures to mitigate its possible adverse effects.

**26. Implementation of Policy**

This Policy shall be deemed effective as of February 1<sup>st</sup> 2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

**Name:** Eleanor Howes

**Position:** Chief Executive Officer

**Date:** 1 May 2018

**Due for Review by:** 1 May 2020

**Signature:**