**Data Protection and Privacy Policy**

Heath Hands collects and uses certain types of personal information about our staff, members and volunteers. We recognise and accept our responsibilities set out in the Data Protection Act 2018 and will take all reasonable steps to meet these and promote good practice in the processing of any personal information we hold.

This policy applies to all trustees, employees and other individuals responsible for handling personal information for Heath Hands. The Secretary and Projects and Volunteer Manager have specific responsibility for data protection and privacy.

Heath Hands will ensure our members’ data is dealt with appropriately by:

* obtaining and managing consent from members to manage their personal data
* obtaining and managing consent for members under the age of 18; we require consent from a parent to manage their child’s personal data
* identifying lawful basis for processing data
* maintaining membership with Information Commissioners’ Office (ICO) and following official recommendations relating to data protection
* only collecting and processing appropriate information needed to fulfil operational requirements or to comply with legal requirements
* ensuring information is accurate and relevant, and where necessary kept up to date
* not holding data for longer than necessary; we will only retain data for a maximum of twelve months after members’ last activity; this is subject to their rights to withdraw, modify consent or erase data
* keeping all personal data secure in electronic and paper form and ensuring confidentiality
* taking appropriate technical and organisational security measures
* designating a Trustee who will be responsible for ensuring our compliance with this policy
* supervising everyone responsible for processing data and training individuals when necessary
* dealing with enquiries about data held in an appropriate manner; allow members to easily withdraw, modify consent or erase their personal data held by Heath Hands
* responding seriously to any allegations or suspicions of abuse of the guidelines in this policy
* taking appropriate action in the event of a data breach: recording it, notifying the data subject where there is a high risk to their rights and freedoms and notifying the ICO without delay.

Supporting Documents:

Heath Hands Privacy Notice

GDPR/EU regulation 2016/679

Risk Register

Child Protection and Safeguarding Policy; Safeguarding Procedures

Equality and Diversity Policy

Complaints Policy and Procedure

Digital Media Policy

Policy reviewed February 2024