



# **EDUCACIÓN PLUS UK**

## **DATA PROTECTION POLICY**

### **Introduction**

**Educación Plus UK aims to ensure that all personal data is collected, stored and processed in accordance with the General Data Protection Regulations. This applies to all personal data, whether it is held in paper or electronic format.**

### **Personal data**

**Personal data relates to any individual who can be identified from that data.**

### **Privacy notices and consent**

**This Policy is available on the website and a privacy notice is available on request. Individuals giving their details to Educación Plus UK are considered to be giving implied consent for their personal data to be held & processed by Educación Plus UK.**

### **Data controller**

**Educación Plus UK collects and stores personal data and the Trustees decide how to use this data. The Trustees are registered as the data controller with the ICO and will renew this registration annually or as otherwise legally required.**

### **Data protection principles**

**Educación Plus UK aims to comply with the principles of data protection contained in the GDPR and will ensure that personal data is:**

- **processed lawfully and fairly.**
- **collected only for specified and legitimate purposes**
- **accurate and up to date**
- **kept for no longer than necessary**
- **processed in a way that is appropriately secure**

### **Why we hold personal data**

**Educación Plus UK uses personal data for the following purposes:**

- **providing news and information about activities**
- **administering records**
- **maintaining financial accounts and records**
- **fundraising purposes**
- **working effectively with our volunteers**

## Sharing personal data

Personal data will be treated as strictly confidential and will only be shared with other members of Educación Plus UK for purposes connected with the organisation and its wider activities. We will only share personal data with third parties with an individual's consent, unless we are required to do so, for example by a law enforcement agency or court. Educación Plus UK will not share personal data with any organisation to use for their own purposes.

## Retention of personal data

Data is retained on the following basis:

Type of data	Retention period
Contact details for adults	24 months after the last contact
Gift aid declaration	6 years after the Financial year to which it relates
Personal data relating to specific events	Disposed of within 12 months of the event
Minute books	Indefinitely

## Security of personal data

Educación Plus UK uses appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful use, or from accidental loss, destruction or damage.

## Personal data rights

Unless the data is subject to an exemption under the GDPR, data subjects have rights with respect to their personal data.

Rights	What this means in practice
The right to be informed	This is the right to be provided with clear, transparent and easily understandable information about how personal data is processed.
The right of access	This is the right of an individual to request a copy of the personal data held about them.

<b>The right to rectification</b>	<b>This is the right to have personal data corrected if it is either inaccurate or incomplete.</b>
<b>The right to erasure</b>	<b>This is known as the right to be forgotten and enables an individual to request the deletion or removal of information about them.</b>
<b>The right to restrict processing</b>	<b>This is the right to block or restrict use of personal data. When processing is restricted, it can still be held, but not used. Educación Plus UK keeps lists of individuals who have asked for the processing of their data to be restricted so that the restriction can be respected in future.</b>
<b>The right to lodge a complaint</b>	<b>This is the right of the individual to lodge a complaint about the way data is handled or processed.</b>
<b>The right to withdraw consent</b>	<b>This is the right to withdraw consent regarding what personal data is held or processed.</b>

## **Dealing with data protection breaches**

**Where there are concerns that personal data might have been leaked or lost, these should be reported immediately to the Data Protection Officer, who will in turn notify The Trustees. Educación Plus UK will keep records of personal data breaches.**

**Any data breach which is likely to result in a risk to any person will be reported to the ICO within 72 hours from when the Data Protection Officer (or a Trustee acting on their behalf) becomes aware of the breach. In any situation where a personal data breach causes a high risk to any person, the data subjects whose information is affected will also be informed without delay. Informing data subjects can enable them to take steps to protect themselves and to exercise their right to make a complaint.**

## **Contact details**

**Any questions about this policy should, in the first instance, be directed to the Data Protection Officer, Keith Miller, who can be contacted at [edplusuk@edplus.or.cr](mailto:edplusuk@edplus.or.cr)**

**You can contact the Information Commissioners Office by telephone on 0303 123 1113, via their website at [ico.org.uk](http://ico.org.uk) or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.**

## Definitions and useful terms

<b>Data controller</b>	<b>The data controller means any organisation or body which determines the means for processing personal data and the purposes for which it is processed. It does not matter if the decisions are made alone or jointly with others. The data controller is responsible for the personal data which is processed and the way in which it is processed. The Trustees are the data controller for Educación Plus UK.</b>
<b>Data processors</b>	<b>Data processors include any individuals or organisations which process personal data.</b>
<b>Data subjects</b>	<b>Data subjects include all living individuals whose data is held and processed. All data subjects have legal rights in relation to their personal information.</b>
<b>ICO</b>	<b>This is the Information Commissioners Office. The ICO is the UK's regulatory body responsible for ensuring compliance with data protection regulations. The ICO produces guidance on how to implement data protection law and can take regulatory action where a breach occurs.</b>
<b>Personal data</b>	<b>Personal data means any information relating to a person who is either identified or is identifiable through that data. A person is an individual and cannot be a company or a public body. Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.</b>
<b>Privacy notice</b>	<b>Privacy Notice means the information given to data subjects which explains how we process their data and for what purposes.</b>
<b>Processing</b>	<b>Processing is very widely defined and includes any activity that involves the personal data. It includes obtaining, recording or holding the data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing, deleting or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message or viewing personal data, including photographs or images, on a screen or in a paper document.</b>