

The BHSF Medical & Welfare Charity

Charity number: 502428

Data Protection Policy

1. Introduction

BHSF Medical & Welfare Charity occasionally needs to gather and use certain information about individuals. Personal Data is any information identifying a Data Subject (as defined below) or information relating to a Data Subject that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access.

These can include applicants for grants and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet BHSF Medical & Welfare Charity's data protection standards - and to comply with UK GDPR which is the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018. Personal Data is subject to the legal safeguards specified in the UK GDPR.

Why this policy exists

This data protection policy ensures BHSF Medical & Welfare Charity:

- Complies with data protection law and follows good practice
- Protects the rights of grant applicants and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data protection law

UK GDPR describes how organisations - including BHSF Medical & Welfare Charity - must collect, handle and store Personal Data. Personal Data includes Special Categories of Personal Data (as defined below) and Pseudonymised Personal Data (as defined below) but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

A Data Subject is a living, identified or identifiable individual about whom we hold Personal Data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their Personal Data.

Special Categories of Personal Data is information revealing racial or ethnic origin, political opinions, religious

or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data.

Pseudonymised Personal Data is Personal Data replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

We adhere to the principles relating to processing of Personal Data set out in the UK GDPR which require Personal Data to be:

1. processed lawfully, fairly and in a transparent manner (lawfulness, fairness and transparency);
2. collected only for specified, explicit and legitimate purposes (purpose limitation);
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (data minimisation);
4. accurate and kept up to date (accuracy)
5. not held for any longer than necessary (storage limitation)
6. processed in accordance with the rights of Data Subjects (security, integrity and confidentiality)
7. not transferred to another country without appropriate safeguards in place (transfer limitation)
8. made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (data subject's rights and requests).

Processing of Personal Data is any activity that involves the use of Personal Data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.

People, risks and responsibilities

This policy applies to:

- All trustees and volunteers of BHSF Medical & Welfare Charity
- All contractors, suppliers and other people working on behalf of BHSF Medical & Welfare Charity

It applies to all data that BHSF Medical & Welfare Charity holds relating to identifiable individuals, even if that information technically falls outside of the UK GDPR. This can include:

- Names of individuals
- Postal addresses

- Email addresses
- Telephone numbers
- plus any other information relating to individuals including medical information

Data protection risks

This policy helps to protect BHSF Medical & Welfare Charity from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to choose how BHSF Medical & Welfare Charity uses data relating to them.
- **Reputational damage.** For instance, BHSF Medical & Welfare Charity could suffer if hackers successfully gained access to sensitive data.

Responsibilities

The trustees and everyone who works with BHSF Medical & Welfare Charity has some responsibility for ensuring data is collected, stored and handled appropriately.

Everyone who handles Personal Data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

- The trustees are ultimately responsible for ensuring that BHSF Medical & Welfare Charity meets its legal obligations.
- The Data Protection Representative is responsible for:
 - Keeping the Trustees updated about data protection responsibilities, risks and issues.
 - Reviewing all data protection procedures and related policies, in line with an agreed schedule.
 - Arranging data protection training and advice for the people covered by this policy.
 - Handling data protection questions from staff, volunteers and anyone else covered by this policy.
 - Dealing with requests from individuals to see the data BHSF Medical & Welfare Charity holds about them (also called 'subject access requests').
 - Checking and approving any contracts or agreements with third parties that may handle BHSF Medical & Welfare Charity's sensitive data.
- The Trustees are responsible for:
 - Ensuring all systems, services and equipment used for storing data meet acceptable security standards.

- Performing regular checks and scans to ensure security hardware and software is functioning properly.
- Evaluating any third-party services BHSF Medical & Welfare Charity is considering using to store or process data. For instance, cloud computing services.

General guidelines

- The only people able to access data covered by this policy should be those who **need it for their role**.
- Data **should not be shared informally**.
- BHSF Medical & Welfare Charity **will provide training** to all trustees to help them understand their responsibilities when handling data.
- Trustees should keep all data secure, by taking sensible precautions and following the guidelines below.
- In particular, **strong passwords must be used** and they should never be shared.
- Personal data **should not be disclosed** to unauthorised people, either within BHSF Medical & Welfare Charity or externally.
- Data should be **regularly reviewed and updated** if it is found to be out of date. If no longer required, it should be deleted and disposed of.
- Trustees **should request help** from the data protection representative if they are unsure about any aspect of data protection.

Data storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the data protection representative.

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept **in a locked drawer or filing cabinet**.
- Trustees and volunteers should make sure paper and printouts are **not left where unauthorised people could see them**.
- **Data printouts should be shredded** and disposed of securely when no longer required.

When data is **stored electronically**, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data should be **protected by strong passwords** that are changed regularly and never shared between trustees and volunteers.
- If data is **stored on removable media** (like a CD or DVD), these should be kept locked away securely

when not being used.

- Data should only be stored on **designated drives and servers**, and should only be uploaded to an **approved cloud computing services**.
- Data should be **backed up frequently**. Those backups should be tested regularly, in line with BHSF Medical & Welfare Charity's standard backup procedures.
- Data should **never be saved directly** to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by **approved security software and a firewall**.

Data use

When personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, trustees and volunteers should ensure **the screens of their computers are always locked** when left unattended.
- Personal data **should not be shared informally**.
- Data must be **encrypted before being transferred electronically**.

Data accuracy

The law requires BHSF Medical & Welfare Charity to take reasonable steps to ensure data is kept accurate and up to date. The more important it is that the personal data is accurate, the greater the effort BHSF Medical & Welfare Charity should put into ensuring its accuracy.

- Data will be held in **as few places as necessary**. Trustees and volunteers should not create any unnecessary additional data sets.
- Data should be **updated as inaccuracies are discovered**.

Subject access requests

All individuals who are the subject of personal data held are entitled to:

- Ask **what information** BHSF Medical & Welfare Charity holds about them and why.
- Ask **how to gain access** to it.
- Be informed **how to keep it up to date**.
- Be informed how BHSF Medical & Welfare Charity is **meeting its data protection obligations**.

If an individual contacts BHSF Medical & Welfare Charity requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the Data Protection Representative. The Data Protection Representative can supply a standard request form, although individuals do not have to use this.

The Data Protection Representative will aim to provide the relevant data within 21 days business days.

The Data Protection Representative will always verify the identity of anyone making a subject access request before handing over any information.

We do not charge a fee for responding to subject access requests. However, in accordance with data protection legislation, we reserve the right to charge a reasonable fee if the request is manifestly unfounded, excessive or repetitive, or it involves excessive administrative burden.

Disclosing data for other reasons

In certain circumstances, UK GDPR allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, BHSF Medical & Welfare Charity will disclose requested data. However, the Data Protection Representative will ensure the request is legitimate, seeking assistance from the Trustees and from BHSF Medical & Welfare Charity's legal advisers where necessary.

Providing information

BHSF Medical & Welfare Charity aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, BHSF Medical & Welfare Charity has a privacy statement, setting out how data relating to individuals is used by BHSF Medical & Welfare Charity.