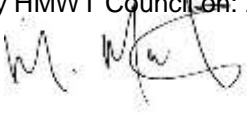


Data Protection Policy (DP P1)	
Document Version:	V1
Policy Owner:	Head of Fundraising & Communications
File location:	Z:\02 Policies Procedures & Templates_ALL POLICIES
Policy review date:	June 2022
Approved by HMWT Council on: 24 June 2021 (meeting C/274)	
Signed:	
Print name:	Mike Master
Position:	Chairman
Review:	Amendments:

POLICY STATEMENT

Herts and Middlesex Wildlife Trust seeks to build lifelong relationships with our volunteers, members, supporters and other stakeholders. This means nurturing loyalty through our shared values and beliefs, strong and sustained communications and excellent levels of customer care grounded in the principles of responsiveness, accountability, transparency and mutual respect.

The Trust holds and processes data – including personal data and special categories of personal data – so that we can deliver our charitable mission as defined by our charitable objects, vision and objectives, adhere to our values and beliefs, and so that we can grow and sustain our valuable community and vital networks.

We collect, hold and process personal data to build and maintain relationships; to secure the resources we need to deliver our mission; to provide a strong evidence base for our work; to keep our staff, volunteers, supporters and service users safe, and to meet our legal and contractual obligations.

We are committed to gathering and processing personal data with full regard for the Data Protection Act (2018), General Data Protection Regulations (GDPR), the Privacy and Electronic Communications Regulations (PECR) and to the principles of personal choice and control, transparency, fairness and security. We always collect and process data on lawful grounds to meet the genuine needs of our organisation, and we do so with the highest regard for an individual's rights and freedoms. We will never keep excessive personal information about an individual or personal data for longer than we have to, and will always destroy any personal data that we keep securely when its retention period has ended or when an individual asks us to do so. Personal data we collect will be processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

We only share information when it is absolutely necessary to meet our organisational needs and legal obligations and only with strict controls, and with data sharing and processing agreements in place. We will never sell personal data to third parties.

This Policy, along with our **Privacy Policy (DP_P2)**, sets out how we adhere to current data protection law. It is reviewed annually. For staff and volunteers, this policy should be read in conjunction with the **IT Acceptable Use Policy (ITDP_P4)** and the **Data Protection and Use of IT Guidance**.

We see data protection as the responsibility of everyone in our organisation and expect all staff, volunteers, contractors and those processing data on our behalf to follow this Policy and related guidelines.



Herts and Middlesex

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Chief Executive: Lesley Davies



Hertfordshire & Middlesex Wildlife Trust Limited is registered in England No 816710 at the above address and is registered as a charity under Registration No 239863. VAT No 366 9276 06

President
Sir Simon A Bowes Lyon, KCVO

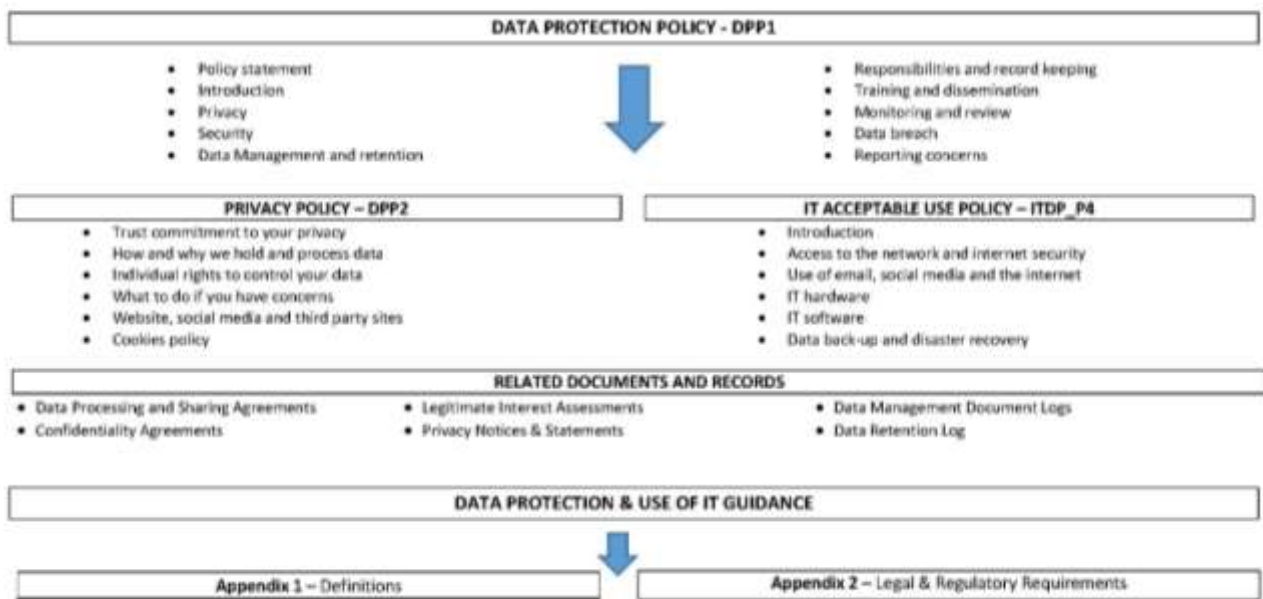
1 INTRODUCTION

This Policy replaces the Trust’s previously distinct Data Protection, Data Security and Data Management and Retention Policies. It reflects changes to UK and European Union data protection legislation in 2018 and incorporates legislation and requirements relating to fundraising activities reflected in the Charities Act 2016 (Protection of Social Investment) and the Fundraising Regulator’s Code of Fundraising Practice.

Our Data Protection Policy is supported by our Privacy Policy and a number of related procedures and data management documents as outlined below.

It is also available to anyone who wishes to have a detailed understanding of how we collect and manage personal data and the lawful basis on which we do so.

HMWT DATA PROTECTION POLICY FRAMEWORK



Herts & Middlesex Wildlife Trust is the ‘Data Controller’ for the purposes of the Data Protection Act 2018 and this Policy. Any references to Herts & Middlesex Wildlife Trust, HMWT, the Trust, or to ‘we’ or ‘us’ in this and Related Policies refer to HMWT the charity - a registered charity in England and Wales (number: 239863) and company (number: 816710).

We do not have a single Data Protection Officer who is responsible for this Policy, instead we have a Data Protection Group (see section 8).

2 PRIVACY

Our **Privacy Policy (DP_P2)** details what data we hold and on whom; why we hold and process data; our lawful basis for doing so; how we let people know about the data we hold and how we design our activities with the importance of privacy in mind. This document also covers our approach to Cookies and the use of images.

Our approach to privacy is translated into a number of Privacy Notices. These are separate, easily accessible documents that set out the Personal Data that we Process on specific groups of individuals (for example, members, staff, volunteers, Trustees) and our Lawful Basis for doing so. The documents are concise, clear, written in plain English and made available to individuals at the time we are collecting personal data.

We use Privacy Statements at the point where we collect data. These are short statements that we include on all key communications with our volunteers, supporters, customers and service users. They briefly tell individuals what their personal data will be used for, whether it is shared and, if shared, why. It also signposts individuals to the relevant Privacy Notice.

3 SECURITY

Our **IT Acceptable Use Policy (ITDP)** details that we have robust IT security and back up procedures in place to guard against data breaches, and we have strict organisational processes to ensure that staff and volunteers can only access personal data relevant to their role.

4 DATA MANAGEMENT AND RETENTION

All of the personal data we process is processed by our staff and contractors in the UK. However, for the purposes of IT hosting and maintenance or for the provision of some specific services personal data may be situated outside of the European Economic Area (EEA). This will be done in accordance with guidance issued by the Information Commissioner's Office.

We have varying retention periods for different categories of information depending on our legal obligations, whether there is an administrative need, to monitor conservation activity that has long term impacts, to monitor species and other records essential to our work over long periods, and so that we can understand the reasons why people support us or get involved with our work.

5 RESPONSIBILITIES AND RECORD KEEPING

The Board of Trustees has overall responsibility for ensuring that HMWT complies with data protection law and that this Policy and our adherence to it is annually reviewed and reported to Council.

Everyone in the Trust who collects or processes data is responsible for adhering to this Policy and related policies and procedures.

The Chief Executive is the named contact for data protection on the Trust's Information Commissioner's Office (ICO) registration.

The Head of Fundraising & Communications is the named contact for data protection in the Trust's Privacy Policy. They have overall responsibility for ensuring that this Policy and related policies are implemented, and that any audits and checks are carried out in line with agreed schedules supported by the Data Protection Group.

The Data Protection Group will lead on and oversee the operational delivery of the policies and procedures.

Managers are responsible for ensuring that this Policy and related policies are adhered to by members of their team; that the right agreements are in place with partners, contractors and third parties, and that any concerns about data protection are reported promptly to the Head of Fundraising & Communications. Support will be available from the Data Protection Group.

Under data protection law, Data Controllers must be able to demonstrate that they comply with the regulations. The Trust keeps records of agreements and activities relating to its data protection processes.

6 TRAINING AND DISSEMINATION

All new staff and volunteers will be provided with an introduction to data protection and how this will affect the way they work.

Staff and volunteers will be provided with relevant training and updates on the Trust's data protection process and their own responsibilities. The **Data Protection and Use of IT Guidance** will be made available to all staff and volunteers.

7 MONITORING AND REVIEW

This Policy and related policies, procedures and guidance will be reviewed annually and updated as required.

The Trust will conduct an annual data protection audit.

The Trust will conduct annual 'spot checks' of a sample of contractor and/or third-party data protection practices to ensure they are adhering to Data Processing and/or Sharing Agreements.

8 DATA BREACH

The Trust has a protocol in follow in the event of a data breach. These are detailed in the **Data Protection and Use of IT Guidance** provided to all staff.

For more information on data breaches and reporting requirements:

- <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>
- <https://ico.org.uk/for-organisations/report-a-breach/>

9 REPORTING CONCERNS

The Head of Fundraising & Communications, supported by Data Protection Group members, is the key point of contact for anyone who has any questions about how to handle complaints or concerns around how we use or manage personal data.

Where a member, supporter, partner, volunteer or member of the general public wishes to make a complaint about any aspect of the way we have managed their data, they should follow our **Complaints Policy** (GOV_P3), which is accessible on our website.

Members of our staff team, contractors or Trustees should refer to and follow our **Whistleblowing Policy** (HR_P10) should they have any concerns about serious wrongdoing on behalf of the organisation in relation to Data Protection.

If an individual requires further assistance with complaints regarding their data, they can contact the Information Commissioner's Office, whose remit covers the UK.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk