



Registered Charity No.1192282

Data Protection and Confidentiality Policy

Approved by Trustee Board: 15th January 2021

Next Review:

April 2022

Data Protection and Confidentiality Policy

Together We Can Do recognises our responsibilities under the General Data Protection Regulations with respect to the processing of personal data and protecting the rights and privacy of all living individuals to avoid causing harm by the unauthorised disclosure of information.

To achieve this we will

1. Obtain personal data only for specified and lawful purposes
2. Ensure that such personal data (both written and computerised) is not processed in a manner that is incompatible with the purpose for which it was obtained.
3. Ensure that personal data is adequate, relevant and not excessive for the purpose for which it is held.
4. Ensure that personal data is accurate and kept up-to-date.
5. Ensure that personal data is not kept for any longer than is necessary for the purpose for which it was obtained.
6. Ensure that personal data is kept secure and destroyed when it is no longer required.
7. Ensure that personal data is not disclosed or shared with a third party without written agreement.
8. Appoint an individual to undertake a “Data Protection Officer” role to ensure that good data protection practice is adopted and to address any concerns regarding the management and disclosure of data.
9. Provide training and support for all hired personnel and volunteers who handle personal data.
10. Ensure that hired personnel and volunteers read and accept any policies and procedures that relate to the personal data they may handle in the course of their work.
11. Ensure that any breaches of this policy are investigated and where appropriate reported to the relevant authorities.