

# Data Protection Policy Statement

The Charity is committed to being transparent about how it collects and uses the personal data of its workforce, including our volunteers, and all those we provide services to, thus meeting its data protection obligations generally across the business. This policy sets out The Charities' commitment to data protection, and individual rights and obligations in relation to personal data.

This policy applies to the personal data of job applicants, volunteers, workers, residents, clients, contractors, volunteers, interns, apprentices and former volunteers, referred to as HR-related personal data.

The Charity has appointed Stuart Stanford as the person with responsibility for data protection compliance within The Organisation. He can be contacted at [admin@hourcommunity.co.uk](mailto:admin@hourcommunity.co.uk). Questions about this policy, or requests for further information, should be directed to him.

## Data protection principles

The Data Protection Laws require The Charity acting as either data controller or data processor to process data in accordance with the principles of data protection. These require that personal data is:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected for specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
4. Accurate and kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased, or rectified without delay.
5. Kept for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
7. The data controller shall be responsible for, and be able to demonstrate, compliance with the principles.

(The full policy is available upon request).

Updated June 2023 and will be reviewed annually