

All Wheel Drive Response North East

Data Protection Policy

All Wheel Drive Response North East is committed to protecting the privacy and personal information of its donors, beneficiaries, volunteers, members, trustees, and employees. This policy outlines the procedures and practices we have in place to ensure that we comply with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

All Wheel Drive Response North East will collect, store, and securely manage personal data, in accordance with their data protection policies. Information will be used solely for legitimate operational purposes related to the activities of the charity and will not be disclosed or shared with any unauthorised third parties. All Wheel Drive Response North East is committed to maintaining the confidentiality and integrity of data, adhering to the principles of data protection laws and regulations.

1. Data Controller

The data controller for All Wheel Drive Response North East is the trustee Mr. Stephen Thomas, who is responsible for overseeing the implementation of this policy and ensuring that we comply with data protection legislation.

2. Data Protection Principles

We will adhere to the following data protection principles when processing personal data:

- a) Personal data will be accurate and kept up to date.
- b) Personal data will be adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- c) Personal data will be collected for specified, explicit, and legitimate purposes.
- d) Personal data will be kept for no longer than is necessary.
- e) Personal data will be processed in a manner that ensures appropriate security.
- f) Personal data will be processed lawfully, fairly, and transparently.

3. Types of Personal Data We Collect

We may collect the following types of personal data:

- a) Name, address, and contact details.
- b) Date of birth.
- c) Bank details for donation purposes.
- d) Emergency contact information.
- e) Gift aid information.
- f) Employment details.
- g) Volunteer activity information.
- h) Images and photographs.

4. How We Collect Personal Data

We may collect personal data in the following ways:

- a) By post.
- b) By telephone.
- c) In person at events, activities, and fundraising initiatives.
- d) Online via our website, social media pages, and email.

5. How We Use Personal Data

We may use personal data for the following purposes:

- a) To administer donations and manage Gift Aid claims.
- b) To comply with legal and regulatory requirements.
- c) To conduct market research and improve our services.
- d) To provide information about our events, activities, and services.
- e) To recruit and manage members, volunteers, and employees.

6. Sharing Personal Data

We may share personal data with the following third parties:

- a) **Data processors:** All Wheel Drive Response North East can share personal data with individuals or organisations that process personal data on its behalf. Examples include IT service providers, payroll providers, and marketing agencies.
- b) **Emergency service providers:** All Wheel Drive Response North East can share personal data with emergency service providers, such as ambulance services, fire services, and the police, where there is a legitimate interest and where the sharing is necessary to provide emergency assistance or response.
- c) **Healthcare providers:** All Wheel Drive Response North East can share personal data with healthcare providers, such as hospitals or healthcare professionals, where there is a legitimate interest and where the sharing is necessary to provide emergency medical treatment or support.
- d) **Other charities:** All Wheel Drive Response North East can share personal data with other charities where there is a legitimate interest and where the sharing is necessary to achieve All Wheel Drive Response North East's objectives.
- e) **Regulatory authorities:** All Wheel Drive Response North East may be required by law to share personal data with regulatory authorities such as the Charity Commission, HM Revenue and Customs, or the Information Commissioner's Office.
- f) **Service providers:** All Wheel Drive Response North East can share personal data with service providers who provide services to All Wheel Drive Response North East, such as mailing houses, fundraising platforms, or payment processors.
- g) **Volunteers:** All Wheel Drive Response North East can share personal data with volunteers who participate in All Wheel Drive Response North East's activities or events, provided that the volunteer has agreed to All Wheel Drive Response North East's data protection policies and procedures.

7. Security Measures

We will take appropriate technical and organisational measures to ensure the security of personal data. This includes:

- a) Encrypting personal data where necessary.
- b) Regularly reviewing and updating our data protection policies and procedures.
- c) Restricting access to personal data.

8. Data Retention

We will retain personal data for as long as necessary to fulfil the purposes for which it was collected, and in accordance with legal and regulatory requirements.

9. Rights of Data Subjects

Data subjects have the following rights under the General Data Protection Regulations:

- a) The right to access their personal data.
- b) The right to data portability
- c) The right to erasure of personal data (in certain circumstances)
- d) The right to lodge a complaint with the Information Commissioner's Office
- e) The right to object to the processing of personal data
- f) The right to rectify inaccurate or incomplete personal data.
- g) The right to restrict the processing of personal data (in certain circumstances)

10. Changes to This Policy

We may update this policy from time to time to reflect changes in our practices or legal and regulatory requirements. We will notify data subjects of any significant changes.

11. Contact Us

If you have any questions or concerns about this policy or our data protection practices, please contact our data controller and trustee Mr. Stephen Thomas.

This policy has been approved by the trustees of All Wheel Drive Response North East and is effective from the 13th of February 2024.