hArt Data Protection Policy

**Policy brief & purpose**

Hampshire Art for Recreation and Therapy’s (hart) **Data Protection Policy** refers to our commitment to treat information of employees, contractors, customers/clients, stakeholders and other interested parties with the utmost care and confidentiality.

hArt is compliant with the new [General Data Protection Regulations (GDPR)](https://eugdpr.org/) (<https://eugdpr.org/>) that was introduced in May 2018, and which all member EU states must comply with and the UK Data Protection Act 2018.

**Scope**

This policy refers to all parties (employees, contractors, job candidates, clients, customers, suppliers etc.) who provide any personal information to us.

**Who is covered under the Data Protection Policy?**

Employees of hArt and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

**Policy elements**

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

hArt collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

**Our data WILL be**:

* Accurate and kept up-to-date
* Retained only for as long as necessary.
* Collected fairly and for lawful purposes only
* Processed by the charity within its legal and moral boundaries
* Protected against any unauthorized or illegal access by internal or external parties

**Our data will NOT be:**

* Communicated informally
* Transferred to organizations or countries that do not have adequate data protection policies
* Distributed to any party other than the ones agreed upon by the data’s owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the charity has direct obligations towards people to whom the data belongs. Specifically we must:

* Let people know which of their data are collected
* Inform people about how we’ll process their data
* Inform people about who has access to their information
* Have provisions in cases of lost, corrupted or compromised data
* Allow people to request that we modify, erase, reduce or correct data contained in our databases

**Actions**

To exercise data protection we’re committed to:

* Restrict and monitor access to sensitive data
* Develop transparent data collection procedures
* Train employees in online privacy and security measures
* Build secure networks to protect online data from [cyberattacks](https://resources.workable.com/cyber-security-policy)
* Establish clear procedures for reporting privacy breaches or data misuse
* Include contract clauses or communicate statements on how we handle data
* Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Our data protection policy is also on our website, [www.hart.works](http://www.hart.works)

**Disciplinary Consequences**

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

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Signed on behalf of hArt:

Name (Print): Annie Jeffery  *Job Title: Chair of Trustees*

Signature: 

Date: 29/6/2021 Date of review: 29/6/2022

**hArt. Charity No: 1158996**