



Caring and Sharing Rochdale

Data Protection Policy

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1. Introduction

1.1. Purpose

Caring and Sharing Rochdale recognizes the importance of protecting the privacy and confidentiality of personal data entrusted to us by our beneficiaries, donors, volunteers, employees, and other stakeholders. The purpose of this Data Protection Policy is to outline our commitment to complying with data protection laws and regulations, safeguarding personal data, and maintaining the trust and confidence of those whose data we process.

1.2. Scope

This Data Protection Policy applies to all personal data processed by Caring and Sharing Rochdale, whether in electronic or paper format, and regardless of the method of processing. It applies to all individuals associated with our organisation, including employees, volunteers, management, board members, partners, and suppliers.

2. Principles of Data Protection

Caring and Sharing Rochdale is committed to adhering to the following principles of data protection:

- **Lawfulness, Fairness, and Transparency:** We will process personal data lawfully, fairly, and transparently, ensuring that individuals are informed about how their data is being used.
- **Purpose Limitation:** Personal data will be collected for specified, explicit, and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes.
- **Data Minimization:** We will only collect and process personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- **Accuracy:** We will take reasonable steps to ensure that personal data is accurate, complete, and kept up-to-date.
- **Storage Limitation:** Personal data will be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which it is processed.
- **Integrity and Confidentiality:** We will implement appropriate technical and organisational measures to ensure the security, integrity, and confidentiality of personal data.
- **Accountability:** We will be able to demonstrate compliance with data protection laws and regulations and take responsibility for our data processing activities.

3. Data Collection and Processing

- Caring and Sharing Rochdale will only collect and process personal data for specified, explicit, and legitimate purposes, and we will ensure that individuals are informed about the purposes of data processing.
- Personal data will be collected directly from the individual, and consent will be obtained where required. We will not process sensitive personal data unless necessary and lawful, and appropriate safeguards will be implemented for such data.

4. Data Security

- Caring and Sharing Rochdale will implement appropriate technical and organisational measures to ensure the security, integrity, and confidentiality of personal data. This includes measures such as access controls, encryption, and regular security assessments.
- All employees, volunteers, and third parties with access to personal data will receive training on data security and confidentiality.

5. Data Subject Rights

- Caring and Sharing Rochdale respects the rights of data subjects and will facilitate the exercise of these rights, including the right to access, rectification, erasure, restriction of processing, and data portability.
- Requests from data subjects to exercise their rights will be responded to promptly and in accordance with applicable data protection laws and regulations.

6. Data Sharing and Transfers

- Caring and Sharing Rochdale will only share personal data with third parties where necessary and lawful, and appropriate safeguards will be implemented to protect the data.
- Any transfers of personal data outside of the European Economic Area (EEA) will be conducted in accordance with applicable data protection laws and regulations, including the implementation of appropriate safeguards.

7. Data Breach Management

- Caring and Sharing Rochdale will implement procedures for detecting, reporting, and responding to data breaches in accordance with applicable data protection laws and regulations.
- In the event of a data breach, affected individuals will be notified promptly, and appropriate measures will be taken to mitigate any risks associated with the breach.

8. Data Protection Officer

Caring and Sharing Rochdale will designate a Data Protection Officer (DPO) responsible for overseeing compliance with data protection laws and regulations, providing advice and guidance on data protection matters, and serving as a point of contact for data subjects and supervisory authorities.

9. Training and Awareness

- Caring and Sharing Rochdale will provide regular training and awareness programs for employees and volunteers on data protection principles, policies, and procedures.
- Training will be tailored to the specific roles and responsibilities of individuals within the organisation.

10. Policy Review and Update

- This Data Protection Policy will be reviewed and updated as necessary to ensure its effectiveness and compliance with applicable data protection laws and regulations.
- Changes to the policy will be communicated to all relevant stakeholders, and training will be provided as needed.

Caring and Sharing Rochdale is committed to protecting the privacy and confidentiality of personal data entrusted to us and complying with data protection laws and regulations. This Data Protection Policy outlines our commitment to safeguarding personal data, respecting the rights of data subjects, and maintaining the trust and confidence of our stakeholders. By adhering to the principles and procedures outlined in this policy, we can ensure the responsible and ethical handling of personal data within our organisation.

Signed on behalf of the Management Committee,



Nicky Iginla
CEO, Caring and Sharing
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