



Policy Name	Data Protection Policy
Approved by	FEAST Board inc. Trustees
Approval date	V.1 12th Oct '24
Next Review date	2026
Cross Reference	none

## 1. Introduction

FEAST is committed to protecting the privacy and security of personal data. This policy outlines how we handle personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 2. Purpose

The purpose of this policy is to:

- Ensure compliance with data protection laws.
- Protect the rights of individuals whose data we process.
- Outline the procedures and responsibilities for handling personal data.

## 3. Scope

This policy applies to all members, volunteers, and trustees of FEAST who handle personal data.

## 4. Definitions

- **Personal Data:** Any information that can identify an individual, such as names, addresses, and contact details.
- **Data Processing:** Any process performed using personal data, such as collection, storage, and sharing.

## 5. Data Protection Principles

FEAST adheres to the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and in a transparent manner.
- **Purpose Limitation:** We collect personal data for specified, legitimate purposes and do not process it in a manner incompatible with those purposes.
- **Data Minimisation:** We ensure personal data is adequate, relevant, and limited to what is necessary for the intended purposes.
- **Accuracy:** We keep personal data accurate and up-to-date.
- **Storage Limitation:** We do not keep personal data in a form that allows identification of individuals for longer than necessary.
- **Integrity and Confidentiality:** We process personal data in a manner that ensures its security and confidentiality.

## 6. Responsibilities

- **Data Protection Officer (DPO):** Mike Smout is responsible for overseeing compliance with this policy and handling data protection queries. Mike can be contacted via email at: [mjsmoutie2@gmail.com](mailto:mjsmoutie2@gmail.com)
- **Staff and Volunteers:** All staff and volunteers must comply with this policy and report any data protection breaches to the DPO.

## 7. Data Collection

We collect personal data for:

- Managing donations and fundraising activities.
- Recruiting and managing volunteers.
- Providing support and services to guests.
- Communicating with supporters and stakeholders.

We collect personal data through various means, including membership forms, and direct communication.

## 8. Data Storage and Security

Personal data is stored securely using appropriate measures, including:

- Password-protected systems and databases.
- Secure storage of physical records.
- Regular backups and encryption where applicable.
- Personal data will be retained for 24 months after the guest or volunteers last contact with FEAST.

Access to personal data is restricted to authorised individuals only.

## 9. Data Sharing

We may share personal data with:

- Partners who assist in our operations, under data protection agreements.
- Regulatory authorities, if required by law.

We do not sell or trade personal data.

## 10. Data Subject Rights

Individuals have the following rights regarding their personal data:

- **Right to Access:** Individuals can request a copy of their personal data.
- **Right to Rectification:** Individuals can request corrections to inaccurate or incomplete data.
- **Right to Erasure:** Individuals can request the deletion of their personal data under certain conditions.
- **Right to Restrict Processing:** Individuals can request the restriction of processing their personal data under certain conditions.
- **Right to Data Portability:** Individuals can request their data in a structured, commonly used format.
- **Right to Object:** Individuals can object to processing based on legitimate interests or direct marketing.

Requests should be made to the DPO: Mike Smout email address: Mike@FEAST.org

## 11. Data Breach Procedure

In the event of a data breach:

- The breach must be reported immediately to the DPO.
- An assessment will be conducted to determine the risk and impact of the breach.
- If necessary, the breach will be reported to the Information Commissioner's Office (ICO) within 72 hours of notification to FEAST DPO.
- Affected individuals will be informed if the breach poses a high risk to their rights and freedoms.

## 12. Policy Review

This policy will be reviewed every 2 years or sooner if there are significant changes to data protection laws or our practices.