



## Policy

### 1. Introduction

- 1.1. Wildside is committed to protecting the rights and privacy of individuals. Wildside needs to collect and use certain types of data in order to carry on its work. This personal information must be collected and dealt with appropriately.
- 1.2. The Data Protection Act 2018 governs the use of information about people (personal data). Personal data can be held on computer or in a manual file, and includes emails, minutes of meetings, and photographs.
- 1.3. Wildside will remain the data controller for the information held.
- 1.4. Wildside staff and volunteers will be personally responsible for processing and using personal information in accordance with the law.
- 1.5. Board members who have access to personal information are also expected to read and comply with this policy.
- 1.6. As a matter of good practice, if other organisations and individuals working with Wildside have access to personal information, they will be expected to comply with this policy and complete appropriate agreements for data exchange. It is expected that where any staff have to share information with external organisations, with the approval of the Data Protection Officer, they will take responsibility for ensuring that such organisations complete such an agreement.

### 2. Purpose

- 2.1. The purpose of this policy is to set out the commitment of Wildside, and its procedures for protecting personal data. The Board regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. Wildside is committed to a policy of protecting the rights and privacy of all persons involved directly or indirectly with the Centre.

### 3. Policy statement

- 3.1. The law and Wildside's Data Protection Procedures apply to all of Wildside's personal data processing functions, including those performed on customers', users', clients', employees', suppliers' and partners' personal data, and any other personal data Wildside processes from any source.
- 3.2. The Data Protection Officer is responsible for reviewing the Register of processing annually in the light of any changes to Wildside's activities, and for carrying out any additional requirements identified by means of data protection impact assessments (DPIA). This Register needs to be available on the request of the Information Commissioner's Office (the supervisory authority). The DPIA is used to capture and review all data processing.

# Data Protection incorporating GDPR.

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- 3.3. This policy applies to all Wildside Employees and volunteers and some outsiders such as suppliers. Any breach of the law may be dealt with under Wildside's disciplinary policy and it may also be a criminal offence, in which case the matter may be reported to the appropriate authorities.
- 3.4. Third parties working with or for Wildside, who may have access to personal data, will be expected to read and comply with this policy.
- 3.5. No third party may access personal data held by Wildside without having first entered into a suitable data confidentiality agreement,

### 4. Data Protection Officer

- 4.1 Wildside's Data Protection Officer is BDM Mark Hand

Signed on behalf of the Board \_\_\_\_\_

Position \_\_\_\_\_

Dated \_\_\_\_\_

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