



Registered Charity No:1155139

ATHULA DASSANA

MULTI – CULTURAL BUDDHIST COMMUNITY CENTRE

Data Protection Policy

Last updated	15th October 2021
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Definitions

Charity	Means SAHANA, a registered charity.
GDPR	means the General Data Protection Regulation.
Responsible Person	means Mr Bandara Wakadapola.
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Charity.

1. Data protection principles

The Charity is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and



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- f. processed in a manner that ensures appropriate security of the personal data, including
- g. protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a. This policy applies to all personal data processed by the Charity.
- b. The Responsible Person – data protection officer shall take responsibility for the Charity’s ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Charity shall register with the Information Commissioner’s Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
- b. The Charity shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Charity’s systems.

5. Data minimisation

- a. The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.



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6. Accuracy

- a. The Charity shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Charity shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. Charity will ensure that reviews (every 48 months) of data and deletions to ensure data retention and management is streamlined. This will be performed by the Charity's Data Protection Officer and the relevant admin volunteer.

8. Security

- a. The Charity shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).



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Guidelines for staff & Volunteers dealing with personal data

Anyone who deals with Personal Information is required to handle that information confidentially and sensitively. All personal information, whether held on computer or in hard copy, CCTV, audio or video recordings or email, is subject to the General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

What is meant by personal data?

Personal data is defined as any information relating to a living, identifiable individual. The Charity holds the data of a great many categories of people: past and present devotees, volunteers and visitors etc. We need to ensure that information relating to all these people is treated correctly and with the appropriate degree of confidentiality. Please note that the definition of personal data includes information such as email addresses and full post-codes: if you are unsure whether particular information falls within the definition of personal data, please consult the Charity's Data Protection Officer.

Some personal data needs to be handled with special care: details of ethnicity; religion; disability or health issues; political beliefs, are all examples of what GDPR describes as Special Data. Special Data is subject to special legal constraints.

The Charity and the GDPR

The GDPR includes measures to ensure that information is processed fairly and seeks to protect individuals' rights to confidentiality. Confidentiality of personal data will be maintained by not releasing information, except under particular circumstances, to third parties without the express consent of the data subject.

These guidelines describe Charity's policy and good practice and should help all staff and volunteers stay within the law when dealing with personal information of any sort.

Collecting information

Individuals should be provided with sufficient information so that they understand why their data is being processed. Some processing will not be possible to perform without the consent of the individual data subject. Processing may only be carried out for the purpose for which it was originally collected: this means that 'fishing expeditions' for information, or collecting extraneous information 'just in case' is no longer permitted.



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Consent

If no other legal condition applies to a particular purpose, then it is necessary to obtain the data subjects consent before processing can begin. This is most likely to apply in circumstances like fundraising. In order for consent to be legitimate the GDPR sets stringent conditions: consent must be freely given, unambiguous and not incentivised. It must be a positive action; ie it cannot be inferred from failure to respond or from a failure to 'opt-out'. Withdrawal of consent (at any stage of the processing) must be easy and simple to provide.

Telephone conversations and meetings

If personal information is collected by telephone, callers should be advised what that information will be used for and what their rights are according to the GDPR.
Personal files

It is part of our legal responsibility to retain material only for as long as it has a legitimate function. It is no longer permissible to hold on to information in case it is needed for unforeseen purposes in future, or to retain multiple copies of the same information.

The records should be retained for no longer than six years following the end of the relationship between the Charity and relevant person(s).

Special arrangements on health/disability grounds

If special arrangements are required to assist an individual with a disability or health issue then it is important that relevant information is shared with appropriate colleagues so that proper adjustments can be made. Information relating to health or condition should not be released to anyone unless they need it for Charity business.

Charity noticeboards/web pages

It is the practice in Charity building for noticeboards to include information that are relevant to charity and its activities. It is strongly recommended that individuals are informed when this is planned: it is within the rights of any individual to refuse to have his or her personal information included on noticeboards or websites, even when access is limited to within the Charity.

Release of information

Utmost care must be taken with information and should only be provided on a 'need to know' basis. Information can only be passed to third parties outside the Charity with the express permission of the Trustees. For example, addresses (including email addresses) or



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telephone numbers must not be released to any third parties, even if they claim to be close friends or family members. If the request comes from the police, it should be referred to Trustees. If the request is from the immigration service, councils, similar official bodies or an employer, the enquirer should be referred to the Trustees.

Staff & Volunteers responsibilities

All staff and volunteers should be aware of and follow the above guidelines and seek further guidance where necessary.

Data protection queries

The Charity's Data Protection Officer acts as the Charity's liaison with the Information Commissioner's Office and is the point of contact to whom any queries regarding data protection matters should be addressed.

Requests from data subjects to access their own records under the terms of the GDPR should be addressed to:

Data Protection Officer: Mr Bandara Wakadapola

Email: info@athuladassanatemple.org