



General Data Protection Regulation (GDPR) Policy

Introduction

The *Hearts & Souls* Charity will comply with the requirements of the 2018 Regulation. Full details of the Regulation can be found by searching GDPR information websites.

Procedure

The personal data recorded by the Charity are name, home address, telephone number(s), e-mail address(es) and occupation. This data is collected with consent of the Supporter* and is currently held on an electronic database using WordPress application software, which is also used for the creation and administration of the *Hearts & Souls* website. The database can only be accessed by authorised Committee Members of the Charity and the developer and administrator of the website who use it for the distribution of information related to the *Hearts & Souls* Charity and *Brave Hearts* Support Group. This includes notification of events and fundraising activities, along with the issue of newsletters and AGM papers. The full database is not stored on the website but is kept offline in encrypted Excel spread sheets and is managed, updated and amended by the website administrator. New online registrations are removed from the website at regular intervals. For emailing purposes, the email addresses included in the database are uploaded temporarily to the website or to alternative email programs when required.

No NHS data is provided to the *Hearts & Souls* Charity and therefore is not added to the *Hearts & Souls* database. No personal data is shared with non-authorized personnel or other organisations without the specific permission of the individual.

Data collected by the Charity is held until the Supporter requests that they are “unsubscribed” when their personal information is deleted from the *Hearts & Souls* database.

For the purpose of clarification attendees of *Hearts & Souls* or *Brave Hearts* events are not added to the *Hearts & Souls* database for general mailing purposes unless they have formally registered as Supporters. They will, however, be informed that they may receive communications in connection to the events they are attending and that their data will be deleted after the event.

Financial information such as Supporters who make regular donations and their financial information that may include their Bank Account information and Gift Aid Declarations is held by the Treasurer of the *Hearts & Souls* Charity. When making Gift Aid claims the Treasurer provides the names, first line of addresses and postcodes of donors to HMRC. This is provided via a spreadsheet that is downloaded from HMRC, completed with the appropriate information and the amount donated and then returned to HMRC. The Treasurer retains this information for reference and audit purposes. The Treasurer also manages access to other financial sites such as the *Hearts & Souls* JustGiving and Virgin Money Giving pages which authorised committee members may need to access for administrative purposes.

In the unlikely event of a data security breach all Supporters will be informed as soon as possible

A copy of this document will be made available to all Supporters via the *Hearts & Souls* website.

Supporters' Rights

A copy of an individual Supporter's personal data held by the Charity will be released to the Supporter free of charge on application to the Officers of the Charity.

Supporters have the right to restrict or withdraw their consent for personal data held on the database at any time. Any request will be dealt with within one calendar month.

Supporters also have the right to lodge a complaint with a supervisory authority.

Retention Policy

Personal data will only be retained by the Charity for a lawful and valid purpose.

Dated: 30th April 2018

*Please note that for legal reasons 'Supporters' are referred to as 'Members' in our constitution.

Registered Charity No. 1074811