



Data Protection Policy

The Manchester Deaf Centre's Data Protection Policy sets out the organisation's commitment to protecting personal data and how The Manchester Deaf Centre implement that commitment with regards to the collection and use of personal data.

The Manchester Deaf Centre is committed to:

- ensuring that it complies with the eight data protection principles, as listed below
- meeting its legal obligations as laid down by the Data Protection Act 1998 and the General Data Protection Regulation of 2010
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet operational needs or fulfill legal requirements
- regularly ensuring that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues (this will be the Compliance Administrator)
- ensuring that all The Manchester Deaf Centre officers and volunteers are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within The Manchester Deaf Centre's Data Protection principles:
 1. Personal data shall be processed fairly and lawfully
 2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
 3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
 4. Personal data shall be accurate and, where necessary, kept up to date
 5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
 6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 and the General Data Protection Regulation of 2010
 7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

We are also committed to compliance with the General Data Protection Regulation. We will:

- ensure that Partnership Agreements we configure and Contracts we issue are simple and easy to read, guarding against the requirement / implied requirement of data sharing consent with data sale to third parties in mind
- notify service users of any breach in our secure data provisions within 72 hours
- ensure that service users know they can request to have any personal data removed from The Manchester Deaf Centre records at any time
- advise individuals with which we work that they have the right to obtain and re-use their personal data for their own purposes by transferring it across different IT environments (systems etc)
- ensure that our website and computer systems are of sufficient technical specification to keep data secure and compliant with the GDPR rules

Signed as adopted (on behalf of the Board of Trustees):

Name:

Role:

Date review is next planned:
