Community HeARTs - GDPR Policy

1. **Introduction**
   1.1. Community HeARTs is committed to ensuring the protection of personal data collected, processed, and stored in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy outlines Community HeARTS approach to data protection to ensure transparency, accountability, and the safeguarding of individuals' rights.

2. **Scope**
   2.1. This policy applies to all personal data processed by Community HeARTs, including data relating to employees, volunteers, service users, donors, and any other individuals.

3. **Principles**
   3.1. Community HeARTs adheres to the following principles of data protection:
      3.1.1. **Lawfulness, Fairness, and Transparency :** Personal data shall be processed lawfully, fairly, and in a transparent manner.
      3.1.2. **Purpose Limitation**:Personal data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
      3.1.3. **Data Minimisation:** Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
      3.1.4. **Accuracy**: Personal data shall be accurate and, where necessary, kept up to date. Reasonable steps shall be taken to ensure that inaccurate personal data are erased or rectified without delay.
      3.1.5. **Storage Limitation**: Personal data shall be 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.
      3.1.6. **Integrity and Confidentiality**: Personal data shall be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

4. **Roles and Responsibilities**
   4.1. **Data Controller**
      4.1.1. Community HeARTs is the data controller responsible for determining the purposes and means of processing personal data.
   4.2. **Data Protection Officer (DPO)**
      4.2.1. Community HeARTs has appointed a DPO who is responsible for overseeing compliance with GDPR and data protection practices.
      4.2.2. The DPO can be contacted at Debra Sweeney (Communityhearts25@gmail.com)

5. **Lawful Basis for Processing**
   5.1. Community HeARTs will only process personal data when there is a lawful basis to do so, which may include:
   5.2. The data subject has given consent to the processing of their personal data for one or more specific purposes.
   5.3. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
   5.4. Processing is necessary for compliance with a legal obligation to which Community HeARTs is subject.
   5.5. Processing is necessary to protect the vital interests of the data subject or another natural person.

5.6. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Community HeARTS.

5.7. Processing is necessary for the purposes of legitimate interests pursued by Community HeARTS or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

6. Data Subject Rights

6.1. Data subjects have the following rights regarding their personal data:

6.1.1. **Right of Access**: The right to obtain confirmation as to whether or not personal data concerning them are being processed, and, where that is the case, access to the personal data.

6.1.2. **Right to Rectification**: The right to obtain the rectification of inaccurate personal data without undue delay.

6.1.3. **Right to Erase (Right to be Forgotten)**: The right to obtain the erasure of personal data without undue delay where certain grounds apply.

6.1.4. **Right to Restriction of Processing**: The right to obtain restriction of processing where certain conditions apply.

6.1.5. **Right to Data Portability**: The right to receive their personal data in a structured, commonly used, and machine-readable format and to transmit those data to another controller.

6.1.6. **Right to Object**: The right to object to processing of personal data where certain grounds apply.

6.1.7. **Rights in Relation to Automated Decision Making and Profiling**: The right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them.

7. Data Security

7.1. Community HeARTS implements appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including:

7.2. The ability to ensure the ongoing confidentiality, integrity, availability, and resilience of processing systems and services.

7.3. The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident.

7.4. A process for regularly testing, assessing, and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

8. Data Breach Notification

8.1. Community HeARTS has procedures in place to detect, report, and investigate personal data breaches. Where a breach is likely to result in a risk to the rights and freedoms of individuals, Community HeARTS will notify the Information Commissioner's Office (ICO) and affected individuals without undue delay.

9. International Transfers

9.1. Personal data will not be transferred to countries or territories outside the European Economic Area (EEA) without ensuring appropriate safeguards are in place.

10. Training and Awareness

10.1. Community HeARTS provides regular training and awareness sessions to staff involved in the processing of personal data to ensure they understand their responsibilities and comply with GDPR requirements.

11. Review and Compliance

11.1. This policy will be reviewed annually or as necessary to ensure it remains compliant with GDPR and reflects any changes in organisational practices or legal requirements.

Contact Information

For questions or concerns about this GDPR Policy or data protection practices at Community HeARTs contact:

Debra Sweeney
Data Protection Officer
Communityhearts25@gmail.com