



## **General Data Protection Regulation (GDPR) Policy**

**1. Introduction** This policy outlines our commitment to protecting personal data in accordance with GDPR. We are dedicated to ensuring that all data handling practices uphold the highest standards of privacy and security.

**2. Data Collection** We collect only the necessary personal data for our charitable purposes, including donor information, volunteer details, and beneficiary data. Consent will be obtained where required.

**3. Data Use** Personal data will be used solely for the purposes for which it was collected, including communication about our activities and processing donations.

**4. Data Storage** Data will be securely stored with restricted access. We employ robust security measures to prevent unauthorized access, alteration, or disclosure.

**5. Data Retention** Personal data will be retained only for as long as necessary to fulfill its purpose or as legally required. Once no longer needed, data will be securely deleted.

**6. Data Subject Rights** Individuals have the right to access, rectify, or request deletion of their personal data. Requests can be made to our Data Protection Officer.

**7. Data Breach** In the event of a data breach, we will notify affected individuals and the relevant authorities promptly, in accordance with GDPR requirements.

**8. Training and Compliance** Staff will receive regular training on data protection to ensure compliance with this policy and GDPR.

**9. Review** This policy will be reviewed annually and updated as needed to ensure ongoing compliance with GDPR and best practices in data protection.

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