



Doncaster Housing for Young People Limited

Data Protection Policy Statement

Doncaster Housing for Young People (DHYP) is committed to full compliance with the requirements of the General Data Protection Regulation.

DHYP will follow procedures that aim to ensure that all employees, trustees or third parties (collectively known as data users), who have access to any personal data held by DHYP, are aware of, and abide by, their duties under the General Data Protection Regulation.

DHYP needs to collect, and use, information about people with whom it works in order to carry out its charitable activities and to meet its obligations to organisations with which it contracts to provide services.

Personal information will be handled properly at all times, in whatever form it is collected. This includes personal information held on computer records, on paper or in any other manner.

Handling personal/special category data

DHYP will:

- Collect and process only that data or information which is needed
- Use personal data for such purposes as are described at the point of collection or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate security measures to safeguard information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation. These rights include:
 - The right to be informed
 - The right of access
 - The right to rectification
 - The right to erasure
 - The right to restrict processing
 - The right to data portability
 - The right to object
 - Rights in relation to automated decision making and profiling

The Principles of Data Protection

DHYP fully endorses, and adheres, to the Principles of the General Data Protection Regulation.

Anyone processing personal data must comply with 6 legally enforceable principles of good practice which require that data will be:

Approved by the Board of Trustees on 1st May 2018

- A. Processed lawfully, fairly and in a transparent manner in relation to individuals
- B. 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
- C. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- D. 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
- E. 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
- F. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

This policy is supported by a detailed procedure and regular staff training.
