

Data Protection Policy

Achieving Results in Communities (ARC)

Last updated	February 2023
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a. Purpose

The purpose of this policy is to ensure that ARC (Achieving Results in Communities, CIC) manage Personal Data in compliance with the General Data Protection Regulations (GDPR)

2. Data protection principles

ARC (Achieving Results in Communities CIC) is committed to processing data in accordance with its responsibilities under the GDPR.

As ARC is a 'not for profit' organisations, it is therefore not required to register with the Information Commissioner's Office

Article 5 of the GDPR requires that personal data shall be:

- 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; and
- 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."

3. General provisions

- a. This policy applies to all personal data processed by ARC.
- b. A Responsible Person shall take responsibility for ARC's ongoing compliance with this policy.
- c. This policy shall be reviewed bi-annually.

4. Lawful purposes

- a. All data processed by ARC will be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent will be clearly available and systems will be in place to ensure such revocation is reflected accurately in ARC's systems.
- d. Individuals have the right to access their personal data and any such requests made to ARC shall be dealt with in a timely manner.

5. Sensitive Personal Information

- a. Sensitive Personal Data refers to information such as gender, race, religion, sexual orientation, criminal convictions and medical information. There may be occasions where ARC needs to collect and process sensitive personal information; this will only be completed with the consent of the data subject and for legitimate interests of the effective and safe functioning of the organisation.

6. Photographs

- a. Photographs will be taken for internal and external publicity purposes. Photographs will only be taken, on behalf of ARC, with the knowledge of the subjects photographed. ARC will only use a first name against a subject's image, unless explicit consent is given to using a full name. No photographs of children will be taken without the consent of their accompanying adult or completion of a permission form by a legal guardian where no adult is present.
- b. Any individual, at any time, can request that they do not appear in a photograph, that a photograph is used, or that no name is linked to the photograph.

7. Data minimisation

- a. ARC shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

8. Accuracy

- a. ARC shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

9. Privacy Notice

- a. Where personal data is being initially collected, or used for a further purpose, then data subjects will be informed through a privacy notice how ARC will use their personal data. A copy of the privacy notice can be found at appendix 1.

10. Retention / destruction of data

- a. Data will be held for not longer than is necessary for ARC to function effectively and to meet the legal and statutory obligations placed upon it.
- b. All personal data held by ARC will be subject to regular review and will be destroyed with the requirement to hold is no longer fulfilled. The data will be destroyed in a secure manner.

11. Security

- a. ARC shall ensure that personal data is stored securely. Electronic data will be stored using modern software that is kept-up-to-date.

- b. Access to personal data shall be limited to personnel who need access and appropriate security shall be in place to avoid unauthorised sharing of information.
- c. Appropriate back-up and disaster recovery solutions shall be in place.

12. Breach

- a. In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, ARC shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).
- b. ARC will inform the data subjects about the data breach.
- c. ARC will take all possible steps to mitigate the risk.

END OF POLICY

Signed on behalf of ARC Board of Directors :... 

Date:.....28/02/2023

Next review date February 2025:

Appendix 1 – PRIVACY NOTICE

Your information:

- ARC takes your data privacy seriously.
- We only hold the personal data that you have provided to us, with your consent, and as a necessary requirement for the effective functioning of our community organisation. We will not collect any personal data from you that we do not need.
- We do not share your information with any third parties or use your data for any purpose other than that required for the running of ARC and its various projects or sessions. Any data is anonymised for using in our reports to any donors or grant funders.
- Any personal information that you have provided to us is retained securely and only accessible to those members of ARC staff, directors, session workers or volunteers that require it to discharge their responsibilities.
- We have a Data Protection regime in place, underpinned by a Data Protection Policy. The policy includes how we manage publicity photographs. A copy of the policy is available on the website or on request.
- We will retain your personal information for the minimum period required by UK Law, after which your information will be securely destroyed.

Your rights:

- If, at any point, you believe your information being held by ARC is incorrect or you wish to see the information, have it deleted or amended, or have any queries, concerns or complaints about your data, please do not hesitate to get in touch at admin@arccic.co.uk and the matter will be investigated.
- As a 'not for profit' organisation ARC is not required to register with the Information Commissioners Office. However, if you are not satisfied with our response to a complaint or believe we are not acting in accordance with the law, you can complain to the Information Commissioners Office.