

HARC Data Protection Policy

Introduction

HARC is committed to protecting the personal data of all employees, volunteers, and service users in line with the General Data Protection Regulation (GDPR). As a Data Controller, HARC determines the purposes and ways personal information is used. This policy explains how HARC collects, stores, and processes personal data while complying with legal requirements.

Key Principles of GDPR Compliance

HARC ensures that personal data is:

1. **Lawfully, fairly, and transparently processed.**
2. **Collected for specific and legitimate purposes.**
3. **Limited to what is necessary for these purposes.**
4. **Accurate and kept up to date.**
5. **Stored only for as long as needed.**
6. **Securely handled to ensure confidentiality and integrity.**

Personal Data HARC Collects

HARC collects personal data from employees, volunteers, and service users to operate effectively. This may include:

- Contact information (name, phone number, email)
- Health or accessibility information (where necessary for providing services)
- Employment and volunteer information

Why We Process Data

HARC processes personal data to:

- Provide meals and shelter services to service users.
- Manage volunteer recruitment and coordination.
- Meet legal and contractual obligations.

Data Security

HARC takes reasonable measures to secure personal data, including:

- Restricting access to authorized personnel only.

- Storing data securely (e.g., password protection, encryption).
- Ensuring that personal data is not shared with unauthorized parties.

Sharing Data

HARC may share personal data with trusted third parties (e.g., funding bodies, local authorities) when required. We do not sell or distribute data for marketing purposes.

Data Retention

HARC retains personal data for as long as necessary for the purposes it was collected. Once data is no longer needed, it will be securely deleted.

Your Rights

Individuals have the following rights under GDPR:

- Right to Access:** You can request access to your personal data.
- Right to Rectification:** You can ask for incorrect data to be corrected.
- Right to Erasure:** You can request that your data be deleted when it's no longer needed.
- Right to Object:** You can object to certain types of data processing. To exercise your rights, contact the Data Protection Officer (DPO) listed below.

Data Breaches

HARC has procedures in place to detect, report, and investigate personal data breaches. In the event of a breach, individuals will be notified if their rights and freedoms are at risk.

Data Protection Officer (DPO)

HARC's DPO is responsible for overseeing data protection compliance:

- Name:** Chair of Trustees
- Contact:** HARC phone 07523 927318

Updates to the Policy

This policy will be reviewed and updated regularly to ensure continued compliance with GDPR and best practices in data protection.

For more information, or if you have any questions, please contact HARC's DPO.