

## Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals. CTAS is committed to protecting the rights and freedoms of individuals with respect to the processing of client, suppliers, third parties and staff personal data.

When processing personal data, CTAS has adopted the following principles, as laid down in the EU GDPR Regulation:

1. Personal Data shall be processed lawfully, fairly and in a transparent way.
2. Personal Data shall be collected for specified, explicit and legitimate purposes only.
3. Personal Data shall be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.
4. Personal Data shall be accurate and, kept up to date. This means CTAS must have in place processes for identifying and addressing out-of-date, incorrect and redundant Personal Data.
5. Personal Data shall be kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the Personal Data is processed.
6. The integrity and confidentiality of Personal Data is maintained at all times through appropriate technical and organisational measures, including protection against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

The GDPR gives individuals the right to know what information is held about them. GDPR includes 7 rights for individuals

### 1) The right to be informed

CTAS is a small charity carrying out charitable work, primarily in Nepal. We only collect and manage a limited amount of data for the purpose of keeping you updated on our project work, and where applicable making Gift Aid Claims to HMRC.

At any point an individual can make a request relating to their data and CTAS will need to provide a response (within 1 month).

If you would like any information about the data we hold on your behalf then please do not hesitate to contact Michele Spencer on [info@ctascharity.org.uk](mailto:info@ctascharity.org.uk).

### 3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. Your non-electronic data will automatically be shredded after 6 years.

### 4) The right to restrict processing

You can object to processing of your data. This means that records can be stored but must not be used in any way, for example reports or for communications.

### 5) The right to data portability

None of the work undertaken by CTAS routinely requires data to be transferred from one IT system to another; except (GAD claims) from CTAS to HMRC or any other Regulatory Bodies. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

If we are required to transmit data to any non-statutory bodies (3<sup>rd</sup> parties) we will seek your permission first.

You may at times request us to transfer data to third parties.

If you would like your data to be transferred to any other body then please contact us on [info@mctascharity.org.uk](mailto:info@mctascharity.org.uk) to see if we are able to support your request. Where you make such a request we are not able to take any responsibility or accept any liability for the data once transmission has commenced.

### 6) The right to object

You can object to your data being used for certain activities like marketing or research; we do not carry out these activities.

### 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. CTAS does not use personal data for such purposes.

### Storage and use of personal information

We store all our personal data in a secure and appropriate manner.

Paper files that contain sensitive personal information are either kept in locked storage within offices that are locked, or within restricted access areas.

Trustees and volunteers have access to these files but information taken from the files is treated in the strictest of confidence. These records are shredded after the retention period.

Our electronic files are held securely on our server which is password protected. We have password protection across our intra-net (LAN).

Where we transmit personal electronic data out of the office we use encryption facilities and password protection.

Data held electronically is periodically checked and deleted where the information is no longer required in line with our retention policy. This Privacy statement will be regularly reviewed, but if you have any queries please do not hesitate to contact us at [info@ctascharity.org.uk](mailto:info@ctascharity.org.uk)