

GDPR00 V1: WAF-E&W GENERAL DATA PROTECTION REGULATIONS OVERVIEW

POLICY (GDPR01)

Data Protection Policy:

What data your organisation keeps and why it keeps this data.

To what types of data, the policy applies.

Who in the organisation is responsible for processing the data?

The main data risks faced by the organisation.

Key precautions to keep data protected.

How data should be stored and backed up.

How the organisation ensures data is kept accurate and when data will be deleted.

What to do if an individual asks to see their data and when you will turn down a Subject Access Request.

Under what circumstances the organisation discloses data, and to whom.

How the company keeps individuals informed about data it holds.

Who is responsible for reporting any breaches to the ICO and Charity Commission?

Personal Information

- Names and contact details.
- Dates of birth.
- Religious belief
- Photos and video footage.
- Bank details.
- Recorded opinion about people.
- National insurance number.

PROCEDURES

Process by which the policy is implemented

- Collecting data.
- Keeping records (manually or electronically).
- Sharing information with others.
- Getting rid of data.
- Updating Information

Sensitive Information

- Racial or ethnic origin.
- Political opinion.
- Religious or similar beliefs.
- Trade Union membership.
- Physical or mental health or conditions or sexuality.

PECR

For organisations that wish to send electronic marketing messages (by phone, fax, email or text), use cookies, or provide electronic communication services to the public.

FORMS AND NOTICES

PRIVACY Notice

GDPR02

FORM(S)

GDPR03a

GDPR03b

CONSENT

GDPR03c

REQUEST GDPR04

SUBJECT

DATA

DATA AND
GIFT AID
AUDIT

DATA RETENTION POLICY (see GDPR01)

DATA CLEAN UP