



# WOKINGHAM JOB SUPPORT CENTRE

## GDPR POLICY

### **A) STATEMENT OF POLICY**

The General Data Protection Regulation (GDPR) came into force on May 25, 2018. From that date, all organizations in the UK are required to adhere to specific data protection standards. GDPR represents a significant update to privacy laws, addressing both traditional data handling practices and the challenges posed by new technologies. This concise guide will help you understand the core principles of GDPR and how they should be applied.

The Wokingham Job Support Centre (WJSC) will take all reasonable steps to comply with the General Data Protection Regulation (GDPR) and other Data Protection Legislation as is currently applied to organisations of our size and type.

At WJSC we are committed to protecting your privacy. We do not and will not share your personal information with any other organisation or individual, except in the form of anonymised statistics.

### **B) PRINCIPLES OF GDPR**

There are six key principles of GDPR that must be observed. Each principle is equally important and ensures that we handle others' personal data with the same level of care and respect we would expect for our own. Under the new data protection laws, we are also required to document our personal data processing activities, a concept referred to as accountability. Personal data refers to any information that can identify a living individual, known as the Data Subject.

1. **Lawfulness, Fairness, Transparency:** We must handle personal data in a transparent, fair, and lawful manner. This means informing individuals about how and why their data is being processed. We must also have a legitimate legal basis for processing personal data; if we don't, we should not process it.

WJSC collects some basic data on our clients to be able to generate statistics on the usage of the Centre, partially for our own management information and being able to

make appropriate decisions on the running of the business and partly in order to be able to demonstrate to our funders that the Centre is being appropriately utilised.

The lawful basis under which we hold and use client information is for the appropriate running of the charity and to provide our clients with correct support for their job search.

2. **Purpose Limitation:** Personal data should only be processed for the specific purpose it was collected. This means we cannot collect data for one reason and then use it for a different purpose.
3. **Integrity and Confidentiality:** We must ensure that all the data collected is secure. Appropriate security measure must be taken to protect the data against loss, damage and unlawful access.
4. **Data Minimisation:** We should collect only the personal data that is necessary, adequate, and relevant to fulfil the purpose for which it was gathered. This ensures we collect no more or less information than what is required.
5. **Storage Limitation:** Personal data should only be retained for as long as necessary to fulfil the purpose for which it was collected. We should not store information indefinitely on the off chance it might be needed in the future.
6. **Data Accuracy:** We must ensure the personal data we hold is accurate and kept up to date. For example, if someone provides us with a new contact number, we must promptly update our records to reflect this change.
7. **Accountability:** Personal data must be stored and handled securely. This includes using measures such as passwords, encryption, and ensuring that sensitive areas like offices are not accessible to unauthorized individuals.

## **C) RESPONSIBLE STAFF**

Our Data Controller is a member of our Board of Trustees and has ultimate authority and responsibility for strategy, policies and procedures relating to data, data handling and data security in the Organisation.

Our Data Protection Officer is an Office Supervisor and has day to day responsibility for data handling and data security in the Centre.

## **D) INDIVIDUAL'S LEGAL RIGHTS UNDER GDPR**

As part of our commitment to protecting personal data and ensuring compliance with the General Data Protection Regulation (GDPR), individuals have specific legal rights regarding their personal information. As a charity, we are legally obliged to address any requests related to these rights promptly and appropriately.

The key rights are as follows:

1. **Right to be Informed:**

We must clearly inform individuals about how we collect, use, and store their personal data. This includes explaining the purpose for which the information is being processed and any third parties that may receive it.

2. **Right of Access:**

Individuals have the right to request and receive a copy of the personal information we hold about them. This is also known as a Subject Access Request (SAR). We are required to provide this information in a clear, concise manner, free of charge, and within one month of the request.

3. **Right to Rectification:**

If any of the personal data we hold about an individual is incorrect or incomplete, they have the right to request that we correct or update it without undue delay.

4. **Right to Restriction of Processing:**

Under certain circumstances, individuals can request that we restrict the processing of their personal data. This means we may store the data but cannot use or share it without the individual's consent, except for legal reasons.

5. **Right to Erasure (Right to be Forgotten):**

Individuals can request that their personal data be deleted from our records, provided there is no overriding legal or legitimate reason for us to retain the information.

6. **Right to Object:**

Individuals have the right to object to the processing of their personal data in certain situations, including its use for direct marketing purposes. If such an objection is raised, we must stop processing the data unless there are compelling legitimate grounds to continue.

## **E) HANDLING REQUESTS**

If we receive any request that may relate to one of these legal rights, it is essential to act quickly.

We are committed to respecting individuals' privacy and handling all personal data in accordance with the law. Adhering to these rights is a crucial part of our responsibility to the people we serve and support through our charity work.

## **F) PERSONAL DATA BREACH**

Under the General Data Protection Regulation (GDPR), we are legally required to report any personal data breach to the Information Commissioner's Office (ICO) within 72 hours of becoming aware of it. Therefore, it is critical that any potential breach is reported immediately to the Chairman for prompt action and investigation.

We take data security very seriously and are committed to protecting the privacy of clients, volunteers, and supporters. This policy is essential to maintaining trust and ensuring compliance with GDPR.

WJSC Chairman:



Recoverable Signature

X

A handwritten signature in black ink, appearing to be 'D Newbold', written over a horizontal line.

D Newbold

Signed by: 3c055c82-a0ac-49b8-b1a3-3cf8f2aad10f

Date: