

## **The Lord Wharton's Charity Trust's Commitment to GDPR**

By the nature of its work the Lord Wharton's Charity will need to keep certain information on beneficiaries to carry out its day to day operations, to meet its objectives and to comply with legal obligations. The organisation is committed to ensuring any personal data will be dealt with in line with the General Data Protection Regulations (GDPR) 2018. To comply with the law, personal information will be collected and used sparingly & fairly, with the correct consents, stored safely and not disclosed to any other person unlawfully. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

### **Principles and Definitions**

In line with GDPR requirements, the Trustees & Clerk will ensure that personal data:

- b) is processed lawfully, fairly and transparently.
- c) is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- d) is adequate, relevant and limited. i.e. only the minimum amount of data should be kept for specific processing.
- e) is accurate and where necessary kept up to date.
- f) is not stored for longer than is necessary, and that storage is safe and secure.
- g) is processed in a manner that ensures appropriate security and protection.

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper-based personal data as well as that kept **in electronic form.**

**If anyone has concerns about the Trust's GDPR Policy or wishes to access information** they should contact the Clerk to the Trustees.

Contact details are on the Charity's website – <http://www.lordwhartonbibles.org.uk>

Policy adopted January 2020 and reviewed annually