



HOLISTIC HARMONIES COMMUNITY INTEREST COMPANY GDPR STATEMENT

Overview

GDPR stands for 'general data protection regulation'. It's all about giving people control over how their data is used, and confidence that it will be stored / destroyed securely. It also means company's not asking for more information than they really need. There is a national regulator that oversees GDPR known as the 'Information Commissioner's Office' (or ICO).

If you ask for people's personal data you become an 'data controller' and have to be registered with the ICO. If you handle or have access to personal information you become a 'data processor'. If your information is stored you are a 'data subject'.

In our context, Holistic Harmonies CIC is the 'data controller' registered with the ICO. Our group leaders are 'data processors' (as they have access to personal info about their group participants) and anyone who fills in an information form is a 'data subject'.

Aims

We want everyone involved with Holistic Harmonies CIC to feel confident that any data that they share with us is kept private and secure, both whilst they are involved in our work and afterwards. We also want everyone within the organisation to feel confident about what their role is in protecting data.

Actions Holistic Harmonies CIC take

- Holistic Harmonies CIC is registered with the ICO as a 'data controller'
- We have a data protection policy that outlines our responsibilities in full
- We have password protected electronic systems to collect personal data
- We give clear information about why we are collecting data and how it will be used
- We expressly ask permission before using contact details for marketing
- We never pass data to third parties
- We destroy information securely when it is no longer needed

Actions Facilitators / Administrators / Project Managers need to take

- Avoid keeping hard copies of personal data (i.e information forms) where possible as it is more at risk of being lost / stolen
- Encourage participants to use the electronic 'Google Forms' when they sign up
- Where hard copies of forms are unavoidable, transfer into Google Forms as soon as is possible and destroy the hard copy
- Destroy any personal data securely (i.e – shredding or burning)
- If any personal data you hold about participants/partners/collaborators is lost or stolen then inform the Director immediately (as it may need to be reported to the ICO and the individual(s) affected).