



Wycliffe Associates (UK)

Registered Charity No: 1007772

Data Protection Policy

Policy Owner: Operations Director

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Objective

This policy is designed to provide adequate and consistent safeguards for the handling of personal information within Wycliffe Associates (UK) Trust (WA) and to ensure compliance with the terms of its registration under the Data Protection Act, 1998.

Introduction

WA is registered under the Data Protection Act for the purposes of processing personal data in accordance with nine authorised purposes. These include accounts & records; advertising, marketing & public relations; member administration; the administration of membership records; trading and sharing of personal information; fundraising; legal services; realising the objectives of a charitable organisation or voluntary body; crime prevention and the prosecution of offenders.

The "Data Controller" for the purposes of this registration is the Operations Director, but all members of WA have a responsibility to use the personal data with which they may be entrusted from time to time in accordance with the principles outlined below.

Data Protection Principles

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - there are legitimate grounds for collecting and using the personal data;
 - they are not used in ways that have unjustified adverse effects on the individuals concerned;
 - there is transparency about how the data are intended to be used, with appropriate privacy notices given to individuals when collecting their personal data; and
 - they are used only in ways that people would reasonably expect.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the



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purpose or purposes for which they are processed.

4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Procedures

Data will be collected and, where appropriate, disclosed in accordance with these procedures.

Collection

Personal data will be collected when anyone applies to become a member of WA. They will include personal details of identification and contact information; work experience, hobbies and training and any service in churches or other Christian organisations.

Brief identification and contact details will be recorded when anyone registers on the Members' Pages of the WA website.

A record of service will also be kept in relation to every member of WA and whatever details may be required by the tax authorities in relation to financial giving by individuals.

Disclosure

Information may be disclosed in accordance with the specified purposes for which it is kept. This includes notification to other members of contact details or other information that is required in order to carry out the functions and services of the charity. It may also include external agencies but, where a member is in any doubt, advice should be sought from the appropriate WA coordinator or from the Operations Director.



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Accuracy and Retention

Members will be asked to notify their coordinator or the Membership Secretary whenever their personal details change. In addition, coordinators and liaison assistants are asked to provide ongoing support and care for those in their teams and should monitor any changes in personal circumstances, notifying the Membership Secretary where appropriate.

Personal data will only be kept for as long as the person concerned remains a member of WA.

Security

The Membership Secretary will be responsible for maintaining a central database of personal information relating to all members of the charity. This will be known as the "WA Database".

The Treasurer will be responsible for maintaining financial records (of matters such as standing orders or declarations in respect of gift aid).

The file in which the WA Database is stored and access to the server (or workstation) on which the file is retained must both be protected by a password.

From time to time, sub-sets of information from the WA Database may be prepared to assist WA members in their work. (These may be lists of volunteers with particular skills or contact details or any other information that is needed to carry out a given function or service.)

The files containing this information must be clearly labelled with the date when they were compiled and must not be stored for longer than twelve months independently of the WA Database.

Access to all these files (including the financial records) must be protected by at least one password, whether through a secure server, website or personal computer.

Access

All WA members have a right of access to a copy of the information relating to them as individuals that is kept in the WA Database. (This is in addition to their other rights under the sixth principle of data protection.)

Any member may exercise this right at any time by making a request to the Membership Secretary. (This should be in an enduring format such as a written letter or email rather than by telephone.)