



## Data Protection and Data Sharing Policy for GIVE: Charity Supporting Mental Health in Surrey

### Introduction

GIVE is a small, volunteer-led mental health charity based in Surrey, UK, dedicated to supporting individuals in our community. As a small charity, we understand the importance of maintaining the privacy and confidentiality of personal information. This Data Protection and Data Sharing Policy outlines our commitment to protecting the personal data of our service users, volunteers, and stakeholders in a manner appropriate for our size and scope.

### Data Protection Principles

At GIVE, we uphold the following principles to ensure the protection of personal data:

**Transparency:** We are transparent about how we collect, process, and share personal data and communicate our practices clearly to all stakeholders.

**Limited Collection:** We only collect personal data that is necessary for the purposes of providing our services and supporting our volunteers and stakeholders.

**Security:** We implement appropriate security measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.

**Confidentiality:** We maintain the confidentiality of personal data and ensure that it is only accessed by authorised individuals for legitimate purposes.

### Data Collection and Processing

We collect and process personal data for the following purposes:

- Providing mental health support services to our service users.
- Managing volunteer activities and coordinating volunteer efforts.
- Communicating with stakeholders, including donors, partners, and supporters.
- Complying with legal and regulatory obligations relevant to our charitable activities.
- Processing information on the effectiveness of our services

We obtain consent from individuals before collecting their personal data and ensure that the data collected is relevant and necessary for the specified purposes. Personal data is stored securely and accessed only by authorised personnel.

### Data Sharing

We may share personal data with third parties in limited circumstances, such as:

- With consent from the individual.
- When necessary to comply with legal obligations.
- When working with trusted service providers who assist us in carrying out our charitable activities.

We ensure that appropriate data protection measures are in place when sharing personal data with third parties and limit the sharing of personal data to what is necessary for the specified purposes.

### Data Subject Rights

Individuals have the right to:

- Access their personal data and request information about how it is processed.
- Rectify inaccurate or incomplete personal data.
- Erase personal data under certain circumstances.
- Restrict the processing of personal data.
- Object to the processing of personal data.

- Receive their personal data in a structured, commonly used, and machine-readable format.
- Not be subject to automated decision-making, including profiling.

We respect these rights and respond to data subject requests promptly and in accordance with applicable data protection laws.

#### **Data Security**

We implement appropriate technical and organisational measures to ensure the security of personal data, including measures to prevent unauthorised access, disclosure, alteration, or destruction. As a small charity, we prioritise practical and cost-effective security measures that align with our resources.

#### **Data Breach Notification**

In the event of a personal data breach, we will assess the risk to individuals' rights and freedoms and, if necessary, report the breach to the relevant supervisory authority and affected individuals in accordance with legal requirements.

#### **Policy Review**

We will review and update this Data Protection and Data Sharing Policy regularly to ensure it remains appropriate for our organisation's size and activities.

#### **Contact Information**

For questions or concerns regarding this policy or the handling of personal data, individuals can contact GIVE at [givesurrey@gmail.com](mailto:givesurrey@gmail.com) or leave a voicemail at 01483380801.

#### **Acceptance of Policy**

By engaging with GIVE's services or providing personal data to GIVE, individuals consent to the collection, processing, and sharing of their personal data in accordance with this policy.

#### **Review of Policy**

This policy will be reviewed annually to ensure it remains relevant and effective in promoting a safe and supportive environment for all service users, staff and volunteers.

#### **Approval and implementation date:**

5th May 2024

#### **Policy Review Date:**

5th May 2025

#### **Approved by:**

John Reading, Chair of Trustees

Sonal Sher, Trustee

Amanda Dubarry, Trustee

Emma Collins, Trustee