



General Data Protection Regulation (GDPR) - Policy and Procedure

North Warwickshire and Coventry Dyslexia Association (NWEDA) is committed to preserving the privacy of individuals accessing our services and complying with the General Data Protection Regulations 2018. To achieve this commitment information about our volunteers and service users and their contacts will be collected and used fairly, stored safely and not unlawfully disclosed to any other person.

The names of our committee and representatives with their prior consent will be available to the public. NWEDA representatives who process or use any personal information must ensure that they follow the data protection principles set out in the GDPR. These are that personal data shall:

- Be obtained and processed fairly and lawfully.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for that purpose.
- Be processed in accordance with the data subject rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic area, unless that country has equivalent levels of protection for personal data.
- Be regularly audited to determine if it should continue to be held.
- Disposed of safely to maintain privacy

Personal information gained will not be released to third parties except to relevant statutory bodies. In all other circumstances, written consent of the individuals concerned will be requested before releasing personal data with agreement specifying the detail that may be shared.

In accordance with regulations NWEDA accept that individuals

- Have the right to be informed
- The right to access
- The right to rectify

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- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- The right Not to be subjected to automated decision making including profiling

RESPONSIBILITIES

It will be the responsibility of the Committee to ensure compliance with the policy and for communicating the policy to all acting on behalf of NWEDA.

All volunteers representing NWEDA are responsible for ensuring that any personal data, which they hold is kept securely and personal information is not disclosed in any way and to any unauthorised third party.

Signed and dated records to show understanding and acceptance of the NWEDA Policy and Procedures for compliance with GDPR will be kept.

COMPLIANCE

Failure to comply with the data protection policy and procedure could result in removal of the right to undertake active roles in representing the Association. NWEDA has a duty to report breaches to the ICO if it is likely to risk the rights and freedoms of individuals e.g. Result in discrimination, damage to reputation, financial loss, loss of confidentiality or other significant economic or social disadvantage. In the event of such a breach the individual/s affected must also be notified

EQUIPMENT

A data Protection Impact Assessment must be completed

- Where new technology is being deployed
- Processing is likely to result in high risk to individuals.

REVIEW

This policy and related procedures will be reviewed and issued on at least an annual basis.

8th March 2018

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