

Data Protection Policy (2018)

Adopted by the Management Committee on 1 July 2018

Last Updated June 2019 – See Management Committee Minutes for details of changes

Last Reviewed June 2021

The Data Protection Act 2018 requires that anyone processing personal data must comply with the eight enforceable principles of good practice.

New Dawn Child Contact Centre will comply with these requirements by ensuring that:

1. We have conducted an information audit to map data flows.
2. We have identified our lawful basis for processing and documented these.
3. We have reviewed how we ask for and record consent.
4. We are registered with the Information Commissioners Office.
5. To fulfil the obligations to data subjects' right to be informed, everyone will receive a copy of the privacy notice.

New Dawn Child Contact Centre has a process to recognise and respond to individuals' requests to access their personal data.

- Individuals have the right to obtain:
- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information – this largely corresponds to the information provided in the privacy notice.

New Dawn Child Contact Centre also has

- processes to ensure that the personal data held remains accurate and up to date
- a process to securely dispose of personal data that is no longer required or where an individual has asked that it be erased
- procedures to respond to an individual's request to restrict the processing of their personal data
- processes to allow individuals to move, copy or transfer their personal data from one IT environment to another in a safe and secure way, without hindrance to usability
- procedures to handle an individual's objection to the processing of their personal data
- processes to identify, report, manage and resolve any personal data breaches

These are all included in the [Privacy Policy](#).

End of Data Protection Policy