

# Data Protection Policy

## Your personal data – what is it?

Harris Disability Access Panel wants to protect any personal information that you give to us. This Policy explains when and why we collect personal information. The processing of personal data is governed by the Data Protection Act and the General Data Protection Regulation (the “GDPR”) (EU) 2016/697.

## Who are we?

Harris Disability Access Panel is a group of volunteers who work together to improve access to services, information and wider social inclusion in our local community.

## How do we process your personal data?

Harris Disability Access Panel complies with its obligations (under the GDPR) by keeping personal data up to date;

- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -
  - To administer membership records;
  - To manage any employees and volunteers;

- To maintain our own accounts and records.
- To operate the Harris Disability Access Panel web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at Harris Disability Access Panel.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.
- To invite members to engagement events to gain the views of disabled people to influence policy and decision makers.

## **Collecting data on our websites**

Our websites may contain links to other websites run by other organisations. This privacy policy applies only to our website. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Our website does not collect or retain data for advertising purposes online. We cannot be responsible for data collected by the browser used to view our website - please check your browser privacy settings.

## **Under 18-year olds**

If you are 18 or under, please get your parent/guardian's permission before you give us any personal information about yourself.

## **What is the legal basis for processing your personal data?**

Processing is carried out by a not-for-profit body and the processing relates only to members or former members (or those

who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

## Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with members of our group.

We will only share your data with third parties outside of the organisation with your consent.

## Storage and Disposal of Data

Harris Disability Access Panel takes appropriate actions to make sure that the data we hold about you, whether that is on paper, electronically in a computer file or database, is stored securely. We will only hold this data for as long as it is necessary (7 years after service has been discontinued) for the purposes for which it is provided to us. We will dispose of unnecessary personal data using secure deletion methods (electronic) or shredding. We will contact you periodically to confirm that the data we hold about you is accurate and up-to-date and that we may continue to contact you. We will then update our records accordingly.

## Your rights and your personal data

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Harris Disability Access Panel holds about you;
- The right to request to be informed how your data is being used.
- The right to request that the Harris Disability Access Panel corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Harris Disability Access Panel to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk/concerns/>

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

Paul Finnegan

Secretary

Harris Disability Access Panel

Tel: 01859 502171

Email: [info@hdap.org.uk](mailto:info@hdap.org.uk)

Website: [www.hdap.org.uk](http://www.hdap.org.uk)