

# Data Protection Policy

May 2023

The Haven Pregnancy Counselling Centre values the personal information entrusted to us and we will comply with the requirements of the General Data Protection Regulation 2018.

To ensure that we respect that trust we will:

- consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems
- be open with clients about how we use and store their information and who we give it to.
- make it easy for clients to access and correct their personal information should they need to
- keep personal information to the minimum necessary and destroy it after six years
- have effective safeguards in place to ensure that personal information is kept securely and does not fall into the wrong hands
- provide annual training to staff who handle personal information and Trustees and treat it as a disciplinary matter if they misuse or do not look after personal information properly
- the Trustees will review this policy annually

## **Compliance with Data Protection Principles**

The Haven fully supports the objectives of the General Data Protection Regulation 2018 (GDPR) and will comply with its principles, namely that personal data it processes will be obtained fairly and lawfully and not processed unless one of the conditions specified in Schedule 2 (and in the case of sensitive data, one of the conditions in Schedule 3) of the Act are met.

## **Data Subject Access Requests**

- All data subject access requests for personal information made to The Haven under the GDPR will be dealt with by the Centre Manager.
- The Haven will provide copies of the information it holds, by post, subject to the provisions of the GDPR.