



**QUEEN VICTORIA FUND READING
CHARITY NUMBER 1212950**

Data Protection Policy

Introduction

This Data Protection Policy outlines the processes and procedures implemented by QVFR (Queen Victoria Fund Reading) to ensure the protection and confidentiality of personal data. The policy conforms to the General Data Protection Regulation (GDPR) and other relevant data protection laws.

Scope

This policy applies to all employees, contractors, partners and third-party service providers who handle personal data on behalf of QVFR. It covers all personal data processed, including that of employees, clients, suppliers, and business contacts.

Objectives

- To ensure compliance with applicable data protection laws and regulations.
- To protect the rights and freedoms of data subjects.
- To maintain the confidentiality, integrity, and availability of personal data.

Data Protection Principles

QVFR adheres to the following principles when processing personal data:

- **Lawfulness, Fairness, and Transparency:** Personal data shall be processed lawfully, fairly, and in a transparent manner in relation to the data subject.
- **Purpose Limitation:** Personal data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- **Data Minimisation:** Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- **Accuracy:** Personal data shall be accurate and, where necessary, kept up to date.
- **Storage Limitation:** Personal data shall be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- **Integrity and Confidentiality:** Personal data shall be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
- **Accountability:** QVFR shall be responsible for and able to demonstrate compliance with these principles.



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Data Subject Rights

Data subjects have the following rights regarding their personal data:

- Right to Access: Data subjects can request access to their personal data and obtain information about how it is being processed.
- Right to Rectification: Data subjects can request correction of inaccurate personal data.
- Right to Erasure: Data subjects can request the deletion of their personal data under certain conditions.
- Right to Restrict Processing: Data subjects can request the restriction of processing of their personal data under certain conditions.
- Right to Data Portability: Data subjects can request to receive their personal data in a structured, commonly used, and machine-readable format and have the right to transmit that data to another controller.
- Right to Object: Data subjects can object to the processing of their personal data under certain conditions.
- Rights in Relation to Automated Decision Making and Profiling: Data subjects have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significantly affects them.

Data Security

QVFR implements appropriate technical and organisational measures to ensure the security of personal data. These measures include:

- Access controls to ensure that only authorised personnel have access to personal data.
- Regular security assessments.
- Implementation of data protection policies and procedures.
- Regular training and awareness programmes for employees on data protection and security.

Data Retention

We retain personal data as long as necessary for the purpose it was collected.

Data Breach Notification

In the event of a data breach, QVFR will:

- Notify the relevant supervisory authority within 72 hours of becoming aware of the breach, if the breach is likely to result in a risk to the rights and freedoms of data subjects.
- Notify the affected data subjects without undue delay if the breach is likely to result in a high risk to their rights and freedoms.



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- Investigate the breach, take steps to mitigate its effects, and take measures to prevent future breaches.

Policy Review

This policy is reviewed regularly to ensure its effectiveness and compliance with applicable data protection laws and regulations. Any updates or changes to the policy will be communicated to all relevant parties.

Contact Information

For any questions or concerns regarding this Data Protection Policy, please contact:

Clerk@qvfreeding.org.uk

QVFR is committed to protecting personal data and upholding the highest standards of data protection and privacy. Adhering to this policy ensures that personal data is processed responsibly and securely.