**Data Protection Policy**

**Protection of Personal Data**

The GDPR and this Act protect individuals with regard to the processing of personal data, in particular by—

(a) Requiring personal data to be processed lawfully and fairly, based on the data subject’s consent or another specified basis,

(b) Conferring rights on the data subject to obtain information about the processing of personal data and to require inaccurate personal data to be rectified, and

(c) Conferring functions on the Commissioner, giving the holder of that office responsibility for monitoring and enforcing their provisions.

Equal Education Chances (EEC) adhered to The Data Protection Act 2018

The Data Protection Act 2018 controls how EEC deals with personal information

The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR).

EEC is responsible for keeping personal data and follow strict rules using ‘data protection principles’.

 **EEC will ensure that personal data are-**

* Used fairly, lawfully and transparently
* Used for specified, explicit purposes
* Used in a way that is adequate, relevant and limited to only what is necessary
* Accurate and, where necessary, kept up to date
* Kept for no longer than is necessary
* Be kept secure to prevent unauthorised processing and accidental loss damage/destruction
* Not be transferred to any country outside the EEA (unless an exception applies)
* Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

**There is stronger legal protection for more sensitive information, such as:**

Race

Ethnic background

Political opinions

Religious beliefs

Trade union membership

Genetics

Biometrics (where used for identification)

Health

Sex life or orientation

**There are separate safeguards for personal data relating to criminal convictions and offences.**

Your rights Under the Data Protection Act 2018, People we support have the right to find out what information EEC store about them.

* Be informed about how data is being used
* Access personal data
* Have incorrect data updated
* Have data erased
* Stop or restrict the processing of data
* Data portability (allowing to get and reuse data for different services)
* Object to how data is processed in certain circumstances
* You also have rights when an organisation is using your personal data for:
* automated decision-making processes (without human involvement) profiling, for example to predict your behaviour or interests.

EEC has overall responsibility to ensuring compliances with data protection Act, However, all Trustees, volunteers and students who process personal data in the course of their engagement with people we support are also responsible for ensuring compliance with the Data Protection Acts 2018.

EEC must complete relevant training and awareness activities provided

EEC will take all necessary steps to ensure that no breach of information security result from our action

EEC must report all suspected and actual data security breaches.

EEC will ensure that all systems, services and equipment used for storing data meet acceptable security standards

Performing regular checks to ensure that security hardware and software is functioning properly