

Data Protection Policy

1. Introduction

ADHDadultUK (hereinafter referred to as the "Charity") is committed to protecting the personal data of its donors, beneficiaries, volunteers, Trustees, and any other individuals who interact with the Charity. The purpose of this Data Protection Policy is to outline how the Charity collects, uses, stores, and protects personal data in accordance with the General Data Protection Regulation (GDPR).

2. Scope

The scope of this Data Protection Policy should cover all aspects of how the Charity collects, uses, stores, and protects personal data. This includes data relating to donors, beneficiaries, volunteers, Trustees, and any other individuals who interact with the charity.

The policy outlines the types of personal data that the charity collects, such as names, addresses, email addresses, and payment details, and how that data is used. It also addresses how the charity stores and protects personal data, including the technical and organisational measures used to prevent unauthorised access, loss, or alteration of data.

The policy also covers how the charity responds to requests from individuals regarding their personal data, such as requests for access, rectification, erasure, or restriction of processing. It outlines the procedures for reporting and responding to data breaches, as well as the training and awareness programs in place for employees and volunteers.

3. Policy

The Charity may collect personal data in various ways, including but not limited to:

- **Donations:** The Charity may collect personal data such as name, address, email address, and payment details from individuals who donate to the Charity.
- **Beneficiaries:** The Charity may collect personal data such as name, address, and medical information from individuals who are beneficiaries of the Charity's services.
- **Volunteers:** The Charity may collect personal data such as name, address, and contact details from individuals who volunteer for the Charity.
- **Trustees:** The Charity may collect personal data such as name, address, contact details, and employment history from individuals who apply to be a Trustee for the Charity.

4. Use of Personal Data

The Charity will only use personal data for the specific purpose for which it was collected.

Personal data may be used for the following purposes:

- Donations: Personal data collected from donors may be used to process donations, issue tax receipts, and communicate with donors about the Charity's activities.
- Beneficiaries: Personal data collected from beneficiaries may be used to provide them with the Charity's services and communicate with them about their needs.
- Volunteers: Personal data collected from volunteers will be used for DBS checks and to manage and communicate with them about their volunteer work.
- Trustees: Personal data collected from Trustees will be used for Trustee-related purposes, such as DBS checks and general administration.

The Charity will not use personal data for any other purpose without obtaining explicit consent from the individual concerned.

5. Storage of Personal Data

The Charity will take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or alteration. Personal data will be stored in a secure database that is only accessible by authorized personnel.

The Charity will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

6. Disclosure of Personal Data

The Charity may disclose personal data to third parties only if necessary to fulfil the purpose for which it was collected, or as required by law. The Charity will not disclose personal data to any third party for marketing purposes without obtaining explicit consent from the individual concerned.

7. Individual Rights

Individuals have the following rights with respect to their personal data:

- The right to access their personal data.
- The right to rectify their personal data.
- The right to erase their personal data.
- The right to restrict processing of their personal data.
- The right to data portability.
- The right to object to the processing of their personal data.
- The Charity will respond to all requests from individuals regarding their personal data in a timely and efficient manner.

8. Training and Awareness

The Charity will make available training to all Trustees and volunteers regarding the importance of data protection and their responsibilities under the GDPR. The Charity will also raise awareness among donors and beneficiaries about how their personal data is collected, used, and protected.

9. Breach Notification

In the event of a data breach, the Charity will follow its Data Breach Response Plan to

minimise the impact of the breach and notify the relevant authorities and affected individuals as required by law.

10. Review

This policy will be reviewed annually by the Trustees to ensure that it remains up-to-date and effective. Any necessary changes will be made and communicated to all relevant parties.