

Data Protection Policy

Action in Africa (“A in A”) needs to gather and use certain information about some of its donors. This policy describes how personal data is collected, used and stored in order to comply with the provisions of the Data Protection regulations. A in A uses this information to provide information to donors and to request Gift Aid from HMRC (where applicable).

The Data Protection regulations require that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for longer than necessary
6. Be processed in accordance with the rights of A in A donors
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area

This policy applies to information whether held electronically or on paper which A in A holds in respect of present and past donors.

Having considered the guidance from the Information Commissioner, the Trustees believe that, as A IN A is a small not for profit organisation, we are not required to appoint a Data Protection Officer.

THE A IN A POLICY

1. The only trustees who can access or disclose information are those who need to do so in order to perform the roles to which they have been appointed.
2. Personal data will not be shown or given to a third party without consent.
3. Paper documents will be kept securely.
4. Data is also stored electronically in encrypted files.
5. All personal information will be deleted from our databases or shredded within twelve months of the individual ceasing to donate to A IN A.