

DATA PROTECTION POLICY

Renewable World is fully committed to complying with the requirements of the Data Protection Act 1998 which came into force on 1 March 2000. This data protection policy sets out Renewable World's commitment to protecting personal data and how the commitment is implemented with regards to the collection and use of personal data in order to comply with the Act.

Statement of policy

In order to operate efficiently, Renewable World has to collect and use information about people with whom it deals. This includes current, past and prospective employees, volunteers, contractors, consultants, partners, donors, event participants, individuals and companies.

We regard the lawful and correct treatment of personal information as important to the achievement of Renewable World's objectives and to the success of our organisation, and to maintaining confidence between those with whom we deal and ourselves.

The Data Protection Act 1998 stipulates that anyone processing personal data must comply with **Eight Principles** of good practice which are legally enforceable. Renewable World fully endorses and adheres to these principles of data protection as set out below.

The eight principles require that personal information:

1. Shall be processed fairly and lawfully
2. Shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed
4. Shall be accurate and, where necessary, kept up to date
5. Shall not be kept for longer than is necessary for the specified purpose(s)
6. Shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Should be subject to appropriate technical and organisational measures to prevent the unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Therefore, Renewable World will, through appropriate management and controls:

- ensure that we comply with the eight data protection principles, as listed above
- meet our legal obligations as laid down by the Data Protection Act 1998
- ensure that data is collected and used fairly and lawfully
- process personal data only in order to meet our operational needs or fulfill legal requirements
- take steps to ensure that personal data is up to date and accurate
- establish appropriate retention periods for personal data
- ensure that data subjects' rights can be appropriately exercised (i.e. the right to be informed that processing is being undertaken; to access one's personal information; to present processing in certain circumstances and to correct, rectify, block or erase information that is regarded as wrong information)
- provide adequate security measures to protect personal data
- ensure that personal information is not transferred abroad without suitable safeguards



To assist in achieving compliance with the principles, Renewable World will:

- ensure that a nominated employee is responsible for data protection compliance who is a point of contact for all data protection issues
- ensure that everyone who is managing and handling personal information understands that they are contractually responsible for following best practice in data protection
- provide adequate training and supervision for all staff responsible for managing and handling personal data
- ensure that everyone handling personal data knows where to find further guidance
- ensure that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly review data protection procedures and guidelines within the organisation
- request all staff, consultants, interns and volunteers who are handling personal data, to sign a Data Protection Declaration, confirming their understanding and commitment to follow best practice guidelines in data protection
- take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular, will ensure that:
 - paper files and other records containing personal data are kept in a secure environment
 - personal data held on computers and computer systems are protected by the use of secure passwords

Policy Review

The policy will be reviewed annually to ensure that it reflects any changes to legislation. All staff and volunteers are to be made aware of this policy and are expected to apply the policy, seeking advice if required.

Reviewed by MS on 1st December 2014