

DATA PROTECTION AND PRIVACY POLICY

The Boleh Trust

1. The Boleh Trust is classed as a Data Controller under the Data Protection Act 1998 (“the Act”). This statement confirms our commitment to protect your privacy and to process your personal information in accordance with the Act. Our main point of contact for data protection matters is Simon Springett. If you have any questions about this policy, please email us: projectboleh@gmail.com; or in writing to The Boleh Trust, 14 Tennyson Avenue, Strawberry Hill, Twickenham, Middlesex TW1 4QY.

What personal information we might collect:

2. We may collect and process the following examples of personal information, although we may, at times, also need to collect other personal information that is not listed here:
 - Your name
 - Contact information (for example address, telephone numbers, email addresses)
 - Information about your age, ethnicity, gender, nationality, disability status
 - Your occupation
 - Your place of work
 - Information about your qualifications
 - Information about your skills and expertise
 - Information about your interests and preferences
 - Financial and other information.
 - Information connected with your use of our web site
 - Information relevant to our HR function
 - Information that is relevant to us carrying out our duties as a charity.
 - Photographs of those who sail with us, in connection with the activities of the charity.

How we get the information and why we have it

3. We gather the information from various sources but always in accordance with at least one legal basis for processing:
 - We collect and process qualifications and administrative details for the skippers, mates and other crew on the basis of legal obligation and legitimate interest.
 - We collect details of those who sail with us, often via schools or other organisations; they are processed on the basis of legal obligation and legitimate interest.
 - We collect details of individual supporters from individuals and from our website, and we process these on the basis of legitimate interest.
 - We collect financial details to make payments and receive donations. We process this information on the basis of legitimate interest and/or the performance of contracts.
 - We may collect and process photographs of those who sail with us: this is on the basis of legitimate interest.
 - Where photographs of children are published for any purposes we process them only where we can do so also on the basis of consent.

What we do with the information:

4. We may use/process this information to:
 - Carry out our charitable functions
 - Handle complaints
 - Conduct investigations
 - Conduct research
 - Understand people's views and opinions (for example through consultations)
 - Deliver, improve and promote our services
- Carry out administrative functions (for example HR)
- Share it with third parties for the purpose of obtaining professional advice and in complying with our contractual obligations
 - Send you information that we think might be of interest to you
 - Comply with our legal and regulatory obligations
 - Provide and manage your access to our website

How we store your information

5. We store your information securely and restrict access to those who need it. Files are password protected where necessary.

Protecting your information

6. We have appropriate technical and organisational measures in place to protect your information from unauthorised or unlawful processing and from accidental loss, damage or destruction. We will handle and protect your information in line with the data protection principles set out in the Act:
 - Personal data will be processed fairly and lawfully.
 - Personal data will be obtained only for one or more specified and lawful purpose(s) and will not be processed in a manner that is not compatible with that purpose(s).
 - Personal data will be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
 - Personal data will be accurate and where necessary, kept up to date.
 - Personal data will not be kept for longer than is necessary and will be securely deleted as follows:
 - Data on those who sail with us: at the end of the third sailing season after the (last) voyage with us.
 - Mailing lists etc: your data will be deleted on request.
 - Financial data: six years.
 - Recruitment data (unsuccessful applicants): six months.
 - Employment data: Six years after leaving employment, but three years for PAYE, maternity pay or SMP).
 - Other data in accordance with industry good practice.
- We do not process or transfer information outside the UK.

Your data protection rights

7. Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Simon Springett at: projectboleh@gmail.com; or in writing to The Boleh Trust, 14 Tennyson Avenue, Strawberry Hill, Twickenham, Middlesex TW1 4QY if you wish to make a request.

Accessing your information (Subject Access Requests)

8. Under the Act, you are entitled to ask for a copy of the personal information that we hold about you and to have any inaccuracies in your personal information corrected.

When you submit a request for your personal information, you are entitled to:

- know what personal information we are processing or have processed.
- why we have processed your personal data – the reason(s) and purpose(s) for the processing of your personal information;
- know if we have shared your personal information and if so, with whom and for what purpose(s). Requests for your personal information should be submitted to us in writing or email.

Sharing your personal information

9. We may need to share your information with third parties. This may be for a variety of reasons but will always be to enable us to undertake our charitable functions and/or to comply with our legal obligations.

When your personal information is shared it will be done so in line with the Act. You are entitled to know why and how we are sharing your personal information (as noted above) and the organisation or individual receiving your personal information will be required to protect your information in line with the Act.

Logging and recording of communications with you

10. We may log communications between you and us for the purposes described earlier in this statement.

Links to other websites

11. Our website includes links to other websites. We are not responsible for the data protection and privacy practices of these organisations, including their websites. This Data Protection Policy applies to The Boleh Trust only.

Cookies

12. Cookies are small files that are stored on your computer. Cookies may be used to keep track of your movements within a site, help you resume where you left off and remember any customization functions. They may allow us to collect information about your computer, including your IP address, operating system and browser, along with statistical data about your browsing actions and patterns. When you first access our site a pop-up will offer you the choice to accept or reject cookies. Rejecting essential cookies will prevent you accessing our website. Rejecting optional cookies may prevent you accessing certain parts of our site and may make the site harder to navigate.

Further information about the Data Protection Act 1998

13. This policy applies to personal data as defined by the Act – that is, data from which a living individual can be identified, either from that data alone, or from that data and other information that is held by the data controller. This includes information held on computer, paper files, photographs, audio recordings and CCTV or webcam footage. The purpose of the Act is to make sure that personal data is used in a way that is fair to the individual and protects their rights, while enabling organisations to process personal data in pursuit of their legitimate aims. In order to do this, the Act sets out the eight data protection principles (listed earlier in this document) which provide a framework for good information handling which the data controller must comply with.

Conditions under which personal data can be processed

14. Schedule 2 of the Act lists six possible conditions under which personal data can be processed. The processing of personal data can only take place if one of these conditions can be satisfied. The Schedule 2 conditions are:

1. The data subject has given his consent to the processing. [This consent must be fully informed and freely given]
2. The processing is necessary:
 - for the performance of a contract to which the data subject is a party, or [for example, a contract of employment or a consumer contract]
 - for the taking of steps at the request of the data subject with a view to entering into a contract.
3. The processing is necessary for compliance with a legal obligation to which the data controller is subject, other than an obligation imposed by contract.

4. The processing is necessary in order to protect the vital interests of the data subject. [This condition is narrowly interpreted by the Information Commissioner and applies to emergency situations only.]
5. The processing is necessary –
 - for the administration of justice,
 - for the exercise of any functions of either House of Parliament,
 - for the exercise of any functions conferred on any person by or under any enactment,
 - for the exercise of any functions of the Crown, a Minister of the Crown, or a government department, or
 - for the exercise of any other functions of a public nature exercised in the public interest by any person.
6. The processing is necessary for the pursuit of legitimate interests by the data controller or by the third party or parties to whom the data are disclosed, except where such processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject. The Secretary of State may by order specify particular circumstances in which this condition is, or is not, to be taken to be satisfied.

The Information Commissioner's Office

15. The Information Commissioner's Office (ICO) is "the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals" (ICO website). It is responsible for administering the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. The Act requires every data controller who is processing personal information to register with the ICO (unless they are exempt). The ICO publishes a Register of data controllers on their website. The Boleh Trust's registration reference is C1094257.

For more information

16. Our main point of contact for data protection matters is Simon Springett. If you have any questions about this policy, please email us: projectboleh@gmail.com; or in writing to The Boleh Trust, 14 Tennyson Avenue, Strawberry Hill, Twickenham, Middlesex TW1 4QY.

How to complain

17. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113