

# AutAngel Data Protection Policy

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## Policy statement

AutAngel respects the private lives of individuals and recognises the importance of safeguarding personal privacy. AutAngel appreciates the responsibility of storing personal information and considers the protection of personal data, including images, to always be a priority and a consideration throughout AutAngel activities.

AutAngel, a CIC, is currently exempt from registration with the Information Commissioner's Office as it is a non-profit and no staff or director is taking large salaries out.

We may process personal information to enable us to provide benefits to the community, and in particular to empower autistic people and increase the opportunities for them to thrive and fulfil their potential, including by carrying trading; to fundraise; to administer membership records; to promote our activities and services; to maintain our own accounts and records and to manage our employees and volunteers.

## The storing and managing of personal data

Any personal data must be obtained for specific purposes and will not be used for any other purpose. AutAngel will only use personal data or images for the purposes the individual consented to.

Directors and staff will ensure that:

- AutAngel will only request data that is relevant, not excessive, and adequate for its purpose. Data will not be stored on the basis that it may be useful one day.
- AutAngel will hold consents on file, and directors and staff will ensure that consent exists before using data or media. If doubt exists as to whether consent has been given, the data or image should not be used without further clarification and, if appropriate, further, explicit consent given.

- AutAngel will not keep data for longer than is necessary. Any data held that is no longer necessary will be deleted.
- AutAngel will make a reasonable effort to ensure the data obtained is accurate. It will also be regularly kept up to date, if necessary.
- AutAngel will rectify, delete or cease to hold data within a reasonable time of a request by the individual.
- AutAngel will take all measures to prevent unauthorised or unlawful processing of personal data and accidental loss or damage. Personal data must be securely kept at all times.

## When creating a new data store

Any director or staff member considering the creation of a new store of data, reviewing the storage of existing data or using existing data in a new way must consider the following questions:

### 1. Is the information personal data?

If the information is going to be processed by a computer or as part of a filing system and it relates to an individual who can be identified then it is personal data and covered by this policy and data protection legislation.

If there is any doubt treat the information as personal data.

### 2. What are the risks?

This is the key question. It is vital that all possible risks are identified and the level of risk should dictate how the data is obtained and managed. The paramount consideration must be given to the consequences of the processing to the interests of the end user.

### 3. How can we process the personal data lawfully?

To fulfil its legal requirements AutAngel is required to be ‘fair’ to the person. Consent must be obtained before processing personal data.

Before asking an individual to give consent, AutAngel must ensure they have informed the person of;

- the identity of AutAngel.
- the intended purposes for the data.
- any other circumstances or possible outcomes (such as if AutAngel needs to share the personal information with another organisation).

AutAngel will ensure the individual is able to understand the information provided and realises any possible consequences.

If the personal data is ‘sensitive’ (i.e., about racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical/mental health or condition, sexual life or criminal record) then the consent from the Data Subject must be ‘absolutely explicit’.

## Breaches

Any breach of this policy such as data loss must be immediately reported to a director.

## Further information

For further information about data protection, see the [Information Commissioner's Office guidance](#) on Data Protection.