

Haven Distribution Data Protection Policy

Date last amended:	18 March 2018.
Scope	This policy applies to personal data held by Haven Distribution (“the Charity”) in accordance with the Data Protection Act 1988 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).
Data Controller	Ms Kim Shearer.
Access to Data	Only the Trustees of the Charity for the time being have access to the data described in this policy.
Extent of data	The only personal data held by the Charity is: <ol style="list-style-type: none"> 1. Names of prisoners who are actual or potential beneficiaries of the Charity; and 2. Prison numbers of prisoners who are actual or potential beneficiaries of the Charity; and 3. Names of tutors supporting applications of prisoners who are actual or potential beneficiaries of the Charity; and 4. Names and addresses of persons making donations to the Charity; and 5. Names and addresses of persons purchasing fund raising items from the Charity.
Storage of Data	Data is stored in the following ways: <ol style="list-style-type: none"> 1. Original forms completed by prisoners and/or their tutors; and 2. A spreadsheet of beneficiaries held on a central computer; and 3. In letters received from prisoners; and 4. In a physical file containing details of donors and Gift Aid declarations; and 5. In emails and letters containing orders for fundraising items. <p>Data is kept for the following periods of time: Items 1, 2 and 3 for a period of 3 years from the date of receipt. Item 4 for a period of 6 years from date of receipt or indefinitely in the case of Gift Aid Declarations. Item 5 for 28 days from date the order is fulfilled.</p>
Purpose of Data	The data is held to allow the Charity to fulfil its charitable objectives and its policy on the number of books a prisoner can receive and to comply with accounting principles and the requirements of the Charity Commission.
Deletion of Data	Data held on prisoners will be deleted upon a written request from the prisoner, save that the prisoners name will be retained. Any prisoner making such a request will no longer be eligible to be a beneficiary of the Charity.
Destruction of Data	All data held in physical form will be disposed of using a confidential waste disposal system. All electronic data will be deleted from the computer, including any back-up systems and recycled bins. The data controller will oversee the destruction of data.
Subject Access Requests	The data held will be provided to the individual concerned within 28 days of receipt of a stamped addressed envelope and proof of ID. No charge will usually be made but the Charity reserves the right to make a reasonable charge where repeat requests are made.
Access to this Policy	This policy will be published on the website of the Charity and will be sent to any prisoner upon receipt of a stamped addressed envelope.