



## General Data Protection Regulations (GDPR) Policy

### 1. Introduction

The Data Protection Act 1998 establishes a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of an organisation to collect and use personal data for business and other purposes against the right of individuals to respect the privacy of their personal details.

The Data Protection Act 1998 is underpinned by a set of eight principles with the legal duty for enforcing compliance with the Act falling to the Information Commissioner Office (ICO).

### 2. Policy Scope

This policy applies to:

- all Ore Valley Housing Association staff;
- all Governing Body members;
- contractors and suppliers appointed by Ore Valley Housing Associations; and
- any bodies or organisations working with Ore Valley Housing Association in a partnership/joint-working arrangement

### 3. Data Protection Principles

When processing personal information, Group members will ensure that they comply at all times with the requirements of the Data Protection legislation. This compliance will ensure all personal information that is collected is processed fairly and for lawful purposes. This information will also be stored safely and not disclosed to any other person unlawfully.

In order to achieve the requirements set out in 1.2, the Association will comply in full with the eight principles contained in Section 1 of the Data Protection Act 1998 in the following terms:

- Data should be processed fairly and lawfully
- Data should be obtained for one or more specified lawful purposes
- Data shall be adequate, relevant and not excessive
- Data shall be accurate and where necessary kept up to date
- Data is not kept longer than is necessary for its purpose
- Data shall be processed in accordance with subject rights under the Act
- Appropriate technical and organisational measures shall be taken against unauthorised/unlawful processing, loss, destruction, damage to personal data
- Data shall not be transferred outside the EU unless that country/territory ensures adequate level of protection for rights and freedoms of data subjects in relation to the processing of personal data

### 4. Equality, Diversity & Inclusion

Ore Valley Housing Association is fully committed to equal opportunities and ensuring equality of treatment for all stakeholders, employees, customers and suppliers without discrimination or prejudice based on an individual's protected characteristics as defined in the Equalities Act as follows :-

- age
- disability
- gender identity<sup>1</sup>
- marriage and civil partnership
- pregnancy and maternity

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<sup>1</sup> The inclusion of gender identity as a characteristic goes beyond the confines of the Equalities Act which only recognises gender reassignment as a protected characteristic. This is referred to in our [Equality, Diversity & Inclusion Policy](#).

- race
- religion or belief
- sex
- sexual orientation

The Association will always seek to follow best practice in order to ensure that the above group needs are understood, considered and accommodated wherever possible.

#### **5. Policy Review**

This policy will be reviewed every three years by the Group, although *ad hoc* changes will be made to the policy during the three-year period if any the following occur:

- responding to any new legislative changes in the Data Protection Act; and
- to address any weaknesses in the policy that has been identified by the Group members as a result of a breach in data security.

Maryjane Elder

Review Date (New): February 2023

Next Review Date: February 2028