**Tanzanear Data Protection Policy**

**August 2011**

The Data Protection Act 1998 affects all organisations that use information about individuals/personal data. The Act seeks to ensure that organisations (data controllers) using information about living people do so in accordance with certain specified principles so as to protect the civil liberties of the person who is the data subject. This includes employees, volunteers, service users and funders.

The Act applies to all data controllers and there are no special obligations or exemptions relating specifically to charities. The extent to which a charity may be caught by its provisions (subject to various exemptions) will be determined by whether it does or does not process personal data and not by virtue of its being a charity.

Data is held by Tanzanear for several groups:

* The Tanzanear mailing and membership list - recently consolidated into one.
* Details about volunteers.
* Tanzanear has no employees. Details of Committee members are kept.
* Details about any funders.
* Details about beneficiaries.

See table 1 for the type of data kept about each of these groups.

Tanzanear data does not fall under any of the exceptions for the Act. For example it is not information made available to the public by or under enactment, is not under legal professional privilege, not used for management forecasts/planning, not used for negotiations, does not have special (journalistic, artistic, literary) purposes, nor used for crime and taxation purposes.

**Guidance from the Information Commissioner’s Office (ICO)** [www.ico.gov.uk](http://www.ico.gov.uk)

<http://www.ico.gov.uk/for_organisations/sector_guides/charity.aspx>

We are legally obliged to protect the information we hold and process about our clients, employees and suppliers. We must:

* Only collect information that we need for a specific purpose
* Keep it secure
* Ensure it is relevant and up to date
* Only hold as much as we need, and only for as long as we need it
* Allow the subject of the information to see it on request.

**Steps taken:**

* Review of what sort of personal information we hold, how it is used, and who has access to it (see table 1 overleaf).
* Tanzanear have reviewed whether the charity is required to notify the ICO of their charity status using the ICO Notification Exemptions self-assessment guide. It is confirmed that Tanzanear do not need to complete the notification process.
* Provide a password to access the Tanzanear database to help manage unrestricted access.
* Investigate encryption of the database as appropriate.
* Ensure that any hard copies of members bank details and personal information are kept for as limited a period of time as possible. Destroy them as soon as possible.
* For the purpose of gift aid audit, Tanzanear will make all data required available.

**Data controller**

The data controller for Tanzanear is the Treasurer, as he has most frequent cause to access the database.

**Proposed Data Protection Policy statement for the website – upload once approved by the Committee**

To protect the rights of everyone using our website, we comply with the United Kingdom Data Protection Act 1998 (link to act). We know how important it is that personal information remains secure.

The information we collect about our donors is used to make sure we have an accurate record of all donations received and to contact you with our regular newsletters and any other relevant information.

We will ensure that we:

* Only collect information that we need
* Keep it secure
* Ensure we keep it up-to-date
* Make the information we have about you available on your request.

If you have questions that aren’t answered by this policy statement, please contact us at [tanzanear@googlemail.com](mailto:tanzanear@googlemail.com)

**Process for responding to information requests**

If a member requests access to the information we hold about them, Tanzanear will respond in a timely and helpful way. Draft wording for a common reply will be managed by the Data Controller.

**Table 1: Tanzanear Review - personal information we hold, how it is used, and who has access to it**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of personal information held** | **Details of personal information held** | **How it is used** | **Who has access to the data** |
| Tanzanear mailing and membership list | Name  Postal address  Email  Donations made to Tanzanear  Date donation was made  Capacity in which we know them  If they have provided this, their account number and bank details | This information is used to contact members about future opportunities to donate, circulate regular newsletters, and record donations made. | * The Committee chair * Other members of the Committee as required * Chair of the Fundraising sub-committee |
| Details about volunteers who have worked out in Tanzania | Name  DOB  Postal address  UK phone number  Email  Family or friend to contact if any problem  Relationship of that person  Their phone number  Their email address  Date of arrival in Dar  Day of week of arrival  Time of arrival  Flight number  Planned date for finishing volunteering | This information is kept as a record of who has worked as a Tanzanear volunteer / representative. It includes emergency contact information in case of incident or illness. | * The Committee chair * The Committee Hon Secretary |
| Details about volunteers running Tanzanear  (NB Tanzanear does not have any formal employees) | Name  Postal address  Email  Phone number  Role as Tanzanear  Donations made to Tanzanear  Date donation was made  Capacity in which we know them | This information is used to enable the Committee to operate. | * The Committee chair owns the list * The Committee use email and phone numbers as required |
| Details about any funders | Only details are anything that is publicly available or what is already included in the Tanzanear mailing and membership list above. | N/A | N/A |
| Details about beneficiaries / service users (i.e. the children at the school? | Class lists (names and class name)  List of children and their hearing aid numbers  Sponsorship children:  - Name  - Date of birth  - Gender  - Area they come from. | Class lists are for a record of who is enrolled.  List of children and hearing aid numbers are used to ensure fair distribution of hearing aid equipment, and allow for upkeep.  Sponsorship children information is kept to be provided to Tanzanear members who chose to sponsor a child. | * The Committee chair * Other members of the Committee as required * Chair of the Fundraising sub-committee |