

# RFSA Foundation Data Protection Policy

## Definitions

<b>GDPR</b>	means the General Data Protection Regulation
<b>Responsible Person</b>	means the Foundation Secretary
<b>Personal Data</b>	any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier
<b>Sensitive Personal Data</b>	is information about a person's racial or ethnic origins, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, health, sexual life or any alleged or actual criminal offences
<b>Processing</b>	covers everything you might do with data such as obtaining, recording, storing, disclosing, copying adding, deleting, extracting and destroying information
<b>Data Controller</b>	means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. In this case the RFSA Foundation is the Controller
<b>Data Processor</b>	means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller
<b>Register of Data</b>	means a register of all systems or contexts in which personal data is processed by the RSFA and the legal basis for processing

### 1. Data protection principles

The Royal Female School of Art Foundation (RFSA) is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- i. processed lawfully, fairly and in a transparent manner in relation to individuals;
- ii. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- iii. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- iv. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- v. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public

- interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- vi. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **2. General provisions**

- 2.1 This policy applies to all personal data processed by the RFSA.
- 2.2 The RFSA use individuals' data to carry out its obligations arising from any agreements entered into between an individual and the RFSA, such as professional services, employment contracts, trustee appointments, grant or scholarship invitations or offers.
- 2.3 The Responsible Person shall take responsibility for RFSA's ongoing compliance with this policy.
- 2.4 This policy shall be reviewed at least annually.
- 2.5 RFSA staff shall receive data protection training via the Data Protection Guidance Manual.
- 2.6 The RFSA is registered with the Information Commissioner's Office as an organisation that processes personal data.

## **3. Lawful, fair and transparent processing**

- 3.1 To ensure its processing of data is lawful, fair and transparent, the RFSA shall maintain a Register of Data, detailing all systems or contexts in which personal data is processed by the charity.
- 3.2 The Register of Data shall be reviewed at least annually.
- 3.3 The RFSA shall conduct an annual audit of systems to ensure data collected is:
- 3.3.1 The minimum data for legitimate business need.
- 3.3.2 Kept up to date.
- 3.4 Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

## **4. Lawful purposes**

- 4.1 All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- 4.2 The RFSA shall note the appropriate lawful basis in the Register of Data.
- 4.3 Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- 4.4 Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the RFSA's systems.
- 4.5 In certain circumstances the charity may retain data for historical, heritage, or reference purposes.

## **5. Data minimisation**

- 5.1 The RFSA shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

## **6. Accuracy**

- 6.1 The RFSA shall take reasonable steps to ensure personal data is accurate.
- 6.2 Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

## **7. Access & Removal Requests**

- 7.1 Trustees, staff and individuals whom we hold data on may exercise their right to view their personal records.
- 7.2 The Trustees and individual have the right to know the purpose for which the personal data is used and the right of access to any personal data that is being kept in a 'relevant filing system' (both electronically and paper based). They also have the right to the identity of all other keepers of personal data.
- 7.3 When an individual requests access to view their data held by the charity, the Responsible Person will arrange for this data to be supplied within 40 days or other such time period agreed with the applicant.
- 7.4 An individual is entitled to make a reasonable request to the Responsible Person for the amendment or removal of their personal data provided that they can readily demonstrate the existence of an identifiable error or that it is unlawful to process such data. If removal is necessary, the Responsible Person shall permanently delete all data relating to the individual within 30 days.
- 7.5 The following data is exempt from subject access:
  - 7.5.1 Personal data relating to another party, or data through which personal data about another party could be discerned.
  - 7.5.2 Individuals might not be given their personal data where the release of information would be likely to prejudice the conduct of business.
- 7.6 To ensure that personal data is kept for no longer than necessary, the RFSA shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- 7.7 The archiving policy shall consider what data should/must be retained, for how long, and why.

## **8. Security**

- 8.1 The RFSA shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- 8.2 Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- 8.3 To prevent unauthorised or accidental disclosure of information, keepers of such information will exercise care in its disposal, including assuring its protection, security and confidentiality during storage, transportation, handling and destruction.
- 8.4 In order to eliminate unauthorised access and minimise risk of accidental loss, destruction or damage, personal records will be kept in secure filing systems under lock and key. Personal data held on computerised systems will be held in a limited access system for authorised access only.
- 8.5 When personal data is deleted this should be done safely such that the data is irrecoverable. Paper records containing personal information will be shredded. Care will also be taken with electronic records, which can be reconstructed from deleted information.
- 8.6 Appropriate back-up and disaster recovery solutions shall be in place.

## 9. Breach

- 9.1 In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the RFSA shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

## 10. Types of Data

- 10.1 The charity collects, holds and processes information about its trustees and individual beneficiaries of grants in order to fulfil its purpose as set out in its governing documents.
- 10.2 The personal data kept about trustees is limited to: Full name; Contact details (address and sometimes previous addresses; telephone numbers and email address); Date of birth; CV; Signature; Terms of office.
- 10.3 The personal data kept about staff is limited to: Full name; Contact details (address and sometimes previous addresses; telephone numbers and email address); Date of birth; CV and application form; Personal bank details; References; Signature.
- 10.4 The personal data kept about individual beneficiaries is limited to names and student ID numbers. Historic data may also capture address.

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