



Data Protection Policy

Peterborough Nepalese Society

Last updated	29 September 2023
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Definitions

Charity	means [Peterborough Nepalese Society, PNS], a registered charity no. 1169904.
GDPR	means the General Data Protection Regulation (The Data Protection Act 2018, UK).
Responsible Person	means [Dr. Raju Sapkota]. Dr. Sapkota is a PNS member who has completed the e-learning course on GDPR and was assigned this task by the executive committee and trustees' joint meeting held on 24 September 2023.
Register of Systems	means a register of all systems or circumstances in which personal data is stored, processed or deleted (as appropriate) by the Charity.
Number of pages	3
Signatories	Trustees and members responsible.

1. PNS principles of data protection

Peterborough Nepalese Society (PNS), a non-profit charitable organisation, has a responsibility to handle data in a certain way. This way of handling data is based on a set of rules called the GDPR (General Data Protection Regulation) set out by the UK government in 'The Data Protection Act, 2018.' The GDPR has the following key rules about how data should be treated, which are strictly followed by the PNS:

- Data should be used in a legal, fair, and clear way when dealing with people.
- Data should only be collected for specific, clear, and legitimate reasons, and it should not be used for anything else unless there is a good reason.
- The data collected should be the right amount and directly related to the reasons for collecting it.
- Data should be accurate and, if needed, updated to make sure it is correct. If it is wrong, it should be fixed or deleted promptly.



- Data should not be kept longer than necessary for the reasons it was collected unless it is for things like historical research or statistics. In those cases, there will be strong security measures in place.
- Data will be kept safe from unauthorized use or accidental loss or damage. There will be security measures in place to protect the data.

In a nutshell, the PNS will follow these rules when handling personal information to make sure it is used fairly, for the right reasons, and is kept safe all the time.

2. General Provisions

- This policy covers all personal information that the PNS uses.
- The person in charge will make sure the PNS follows this policy.
- PNS shall check this policy at least once a year.
- PNS will let the Information Commissioner's Office (ICO) know that we use personal information, and register with ICO.
- To make sure we use data the right way, PNS will keep a record of how we use them. This policy will reviewed every year.
- If someone wants to see their personal information, PNS will handle their request promptly.
- PNS will only use data for good reasons (with permission from the individual) for example, because of a contract, a law, important safety, public tasks, or legitimate reasons or telling people about events or helping our users..
- PNS will keep a note of why it is using data in the charity's record.
- If PNS uses data because someone said yes, it will keep proof of their agreement (verbal/written, as appropriate).
- People can change their minds later, so PNS will make it easy for them to say no to its systems.
- PNS will make sure its members' data are accurate and up-to-date.
- PNS will not keep data longer than required. The assessment of how long data are to be stored will be stored regularly.
- PNS will decide what data it must keep, for how long, and why.

3. Data Security

- PNS shall keep all personal data safe with modern, up-to-date software. We will protect computers with passwords that change regularly and only give them to trustees or members in charge.
- We will lock up paper copies and shred them confidentially when we do not need them.
- If we delete data from computers, we will make sure it cannot be recovered.
- PNS will have a backup plan and a way to recover data if something goes wrong.



4. Breach

Where a breach of security occurs leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data, the PNS shall promptly and accurately assess the risk to people's rights and freedoms, and if appropriate report this breach to the ICO.

END OF POLICY

PNS GDPR committee members:

Dr Raju Sapkota.....
Mr Kiran Karki.....
Mr Bishnu Thapa.....

Trustees:

Mahesh Adhikari
Kiran Karki
Keshab Khatiwada.....
Chinta M Kharel.....
Keshav Bhandari.....
Bharat Pandey
Pradhumna R Sharma

Date signed: 01 October 2023

Prepared by: Dr R Sapkota