



DATA PROTECTION POLICY

The aim of Nottingham Street Aid is to comply with the letter and spirit of the Data Protection Act 1998 and the European Data Protection Directive. Legislation is based around a set of Data Protection Principles.

Data Protection Principles

DPP1	Personal data shall be processed fairly and lawfully.
DPP2	Personal data can only be used for one or more specified lawful purposes.
DPP3	Personal data shall be adequate, relevant and not excessive.
DPP4	Personal data shall be accurate and where necessary kept up to date.
DPP5	Personal data shall not be kept for longer than is necessary.
DPP6	Personal data shall be processed in accordance with the rights of data subjects.
DPP7	Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data.
DPP8	Personal data shall not be transferred to a country or territory outside of the European Economic Area (EEA) unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects except where consent has been given, where data is available on a public register or with the approval of the Information Commissioner.

1.0 Personal Information and the purposes for which it will be used by Nottingham Street Aid.

- 1.1 In the general course of its business Nottingham Street Aid needs to collate and use certain information about people and groups that it comes into contact with. Examples of these would include, but not exclusively, present, past and prospective employees, suppliers, donors, grant applicants, grant beneficiaries and others that it communicates with.

Information held, in all instances, can include general information such as name and address, telephone number, e-mail address etc. Nottingham Street Aid will also hold additional, specific, information about individuals or groups, dependent upon their relationship with Nottingham Street Aid. Examples would include (but not exclusively)

- Financial relationship such as suppliers, donors or grant applicants where Nottingham Street Aid is obliged to keep accurate and detailed records.
- Evidence that individuals and/or groups do/do not meet specific criteria for grant applications.

Nottingham Street Aid may also process sensitive personal data where it is legally obliged to do so and for other purposes. If it is necessary to process this information Nottingham Street Aid will only do so with the explicit consent of the data subject.

1.2 Nottingham Street Aid uses personal information to:

- Process applications.
- Provide services to donors, applicants and beneficiaries.
- Undertake research in order to help us plan and improve our service.
- Provide information to external funding agencies where Nottingham Street Aid has acted on behalf of the said agency in order to distribute or facilitate the distribution of grant funds. This applies specifically to recipients/potential recipients of said funds.
- Produce “blind” statistical information for publication and to help us with planning and improving services. (Blind – non-attributable)
- Maintain accurate and fair business records.

1.3 Personal data are held by Nottingham Street Aid in a password protected database. Transfer of data within Nottingham Street Aid is made on a ‘need to know’ basis and according to the Privacy Notice approved October 2023.

1.4 In addition to the rights set out in the Data Protection Principles, data subjects also have the right, following a written request to the **Data Controller**, to have the following information:

- That personal data is being processed
- A description of that data, the purpose for which it was held and the nature of those to whom it may be disclosed and
- A copy of the data.

Written requests should be made to the Data Controller c/o:

Emmanuel House Support Centre, 53-61 Goose Gate, Nottingham NG1 1FE

To defray expenditure incurred as a result of any such request, Nottingham Street Aid will request payment of a fee at the current level as set by the Home Secretary.

2.0 The Fair Processing Code

The Act obliges that the information referred to at 1 above is processed fairly. This has been expanded to produce “The Fair Processing Code”. This sets out that:

- The data subject has neither been deceived nor misled regarding the purposes for which their data is to be processed.
- As far as possible the data subject should be in possession of the following information:
 - The identity of Nottingham Street Aid data controller
 - The purpose of the processing and
 - Any other information relevant to the fairness of the processing.

3.0 Transitional Arrangements

Manual data created before 24th October 1998 was exempted from the Data Protection Principles until 24th October 2001. This has now been extended until 24th October 2007, compliance with the remainder of the Act for manual data is still necessary from the earlier date of 24th October 2001.

Nottingham Street Aid holds no data preceding 2023

Appendix - Definitions within the Act

Processing	1998 Act: Obtaining, recording or holding data or carrying out any operation on the data including: <ul style="list-style-type: none">• Organisation, adaptation or alteration of the information or data• A retrieval, consultation or use of the information or data• Disclosure of the information or data by transmission, dissemination or otherwise making available• An alignment, combination blocking erasure or destruction of the information or data.
Data	1984 Act: Information recorded in a form in which it can be processed by equipment operating automatically in response to instructions given for that purpose. 1998 Act: As previously with, in addition: <ul style="list-style-type: none">• Information which is recorded with the intention that it should be processed by means of equipment operating automatically• Information which is recorded as part of a relevant filing system• Information which is part of an assessable record.
Relevant filing system	1998 Act: Any set of information relating to individuals to the extent that the set is structured in such a way that specific information relating to a particular individual is readily accessible.
Accessible records	1998 Act: A structured set of information relating to a particular individual that is readily accessible.
Data Controller	1998 Act: A person who alone or jointly determines the purpose for which data are to be used.

Data subject	1998 Act: An individual who is the subject of personal data.
Data processor	1998 Act: A person processing data on behalf of the data controller.
Personal data	1998 Act: Data relating to a living individual who can be identified from the data and includes any expression of opinion about them.
Explicit consent	1998 Act: The consent of the data subject should be absolutely clear. In appropriate cases it should cover the specific detail of the processing, the particular type of data to be processed, the purpose of the processing and any special aspects of the processing that may affect the individual.

Date Adopted	Date Reviewed	Next Review Date*
October 2023		October 2024

* Reviewed annually