

● POLICY STATEMENT

Every day The Northern Ireland Boys' Brigade ("**BBNI**") will receive, use and store personal information about our members, customers, suppliers, donors and colleagues. It is important that this information is handled lawfully and appropriately in line with the requirements of the Data Protection legislation.

BBNI takes its data protection duties seriously, because we respect the trust that is being placed in us to use personal information appropriately and responsibly.

● ABOUT THIS POLICY

This policy, and any other documents referred to in it, sets out the basis on which BBNI will process any personal data we collect or process.

This policy does not form part of any employee's contract of employment and may be amended at any time.

The Chief Officer for BBNI is responsible for ensuring compliance with the Data Protection Requirements and with this policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred to them in the first instance or reported in line with BBNI's Whistleblowing Policy or Grievance Policy.

● WHAT IS PERSONAL DATA

Personal data means data (whether stored electronically or paper based) relating to a living individual who can be identified directly or indirectly from that data (or from that data and other information in our possession).

Processing is any activity that involves use of personal data. It includes obtaining, recording or holding the data, organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

Sensitive personal data includes personal data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric, physical or mental health condition, sexual orientation or sexual life. It can also include data about criminal offences or convictions. Sensitive personal data can only be processed under strict conditions, including with the consent of the individual.

● DATA PROTECTION PRINCIPLES

Anyone processing personal data, must ensure that data is:

- a. Processed fairly, lawfully and in a transparent manner.
- b. Collected for specified, explicit and legitimate purposes and any further processing is completed for a compatible purpose.
- c. Adequate, relevant and limited to what is necessary for the intended purposes.
- d. Accurate, and where necessary, kept up to date.
- e. Kept in a form which permits identification for no longer than necessary for the intended purposes.

- f. Processed in line with the individual's rights and 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.
- g. Not transferred to people or BBNIIs situated in countries without adequate protection and without firstly having advised the individual.

● FAIR AND LAWFUL PROCESSING

The Data Protection Requirements are not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the individual.

In accordance with the Data Protection Requirements, BBNI will only process personal data where it is required for a lawful purpose. The lawful purposes include (amongst others): whether the individual has given their consent, the processing is necessary for performing a contract with the individual, for compliance with a legal obligation, or for the legitimate interest of the business.

● PROCESSING FOR LIMITED PURPOSES

In the course of our business, BBNI may collect and process personal data. This may include data BBNI receives directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data BBNI receives from other sources (including, for example, location data, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).

BBNI will only process personal data for the specific purposes or for any other purposes specifically permitted by the Data Protection Requirements. BBNI will notify those purposes to the data subject when we first collect the data or as soon as possible thereafter.

● NOTIFYING INDIVIDUALS

If BBNI collects personal data directly from an individual, it will inform them about:

- a. The purpose or purposes for which we intend to process that personal data, as well as the legal basis for the processing.
- b. Where we rely upon the legitimate interests of the business to process personal data, the legitimate interests pursued.
- c. The types of third parties, if any, with which we will share or disclose that personal data.
- d. Information about the period that their information will be stored.
- e. Their right to request from us as the controller access to and rectification or erasure of personal data or restriction of processing.
- f. Their right to object to processing and their right to data portability.
- g. Their right to withdraw their consent at any time (if consent was given) without affecting the lawfulness of the processing before the consent was withdrawn.
- h. The right to lodge a complaint with the Information Commissioners Office.
- i. Other sources where personal data regarding the individual originated from and whether it came from publicly accessible sources.
- j. Whether the provision of the personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, or for our legitimate interests as

well as whether the individual is obliged to provide the personal data and any consequences of failure to provide the data.

BBNI will inform data subjects whose personal data we process that it is a data controller with regard to that data.

● ADEQUATE, RELEVANT, AND NON-EXCESSIVE PROCESSING

BBNI will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

● ACCURATE DATA

BBNI will Ensure that personal data we hold is accurate and kept up to date. BBNI will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. BBNI will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

● TIMELY PROCESSING

BBNI will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. BBNI will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

● PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS

BBNI will process all personal data in line with data subjects' rights, in particular their right to:

- a. Confirmation as to whether or not personal data concerning the individual is being processed.
- b. Request access to any data held about them by a data controller (see also Subject Access Requests).
- c. Request rectification, erasure or restriction on processing of their personal data.
- d. Lodge a complaint with a supervisory authority.
- e. Data portability.
- f. Object to processing including for direct marketing.
- g. Not be subject to automated decision making including profiling in certain circumstances.

● DATA SECURITY

BBNI will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, damage, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

BBNI will put in place procedures and technologies to maintain the security of all personal data from the point of the determination of the means for processing and point of data collection to the point of destruction. Personal data will only be transferred to a data processor if they agree to comply with those procedures and policies, or if they puts in place adequate measures themselves.

BBNI will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- a. Confidentiality means that only people who are authorised to use the data can access it.
- b. Integrity means that personal data should be accurate and suitable for the purpose for which it is processed.
- c. Availability means that authorised users should be able to access the data if they need it for authorised purposes.

Security procedures include:

- a. Secure lockable desks and cupboards. Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- b. Data minimisation.
- c. Methods of disposal. Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- d. Equipment. Staff must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

● **DISCLOSURE AND SHARING OF PERSONAL DATA**

BBNI may share personal data for our legitimate interests with the following:

- a. External Advisors;
- b. Government departments and financial institutions; and/or
- c. Other companies within our Group (if applicable)

● **SUBJECT ACCESS REQUESTS**

Individuals must make a formal request for information we hold about them to the Chief Officer:

Lisa Keys, Chief Officer

The Northern Ireland Boys' Brigade

Newport, 117 Culcavy Road

Hillsborough BT26 6HH

E: lisa.keys@boysbrigadeni.org

T: 07496 671818

When receiving telephone enquiries, BBNI will only disclose personal data we hold on our systems if the following conditions are met:

- a. BBNI will check the caller's identity to make sure that information is only given to a person who is entitled to it; and
- b. BBNI will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

Where a request is made electronically, data will be provided electronically where possible.

● **DATA BREACHES**

A data breach may take many different forms, for example:

- a. Loss or theft of data or equipment on which personal data is stored;
- b. Unauthorised access to or use of personal data either by a member of staff or third party;
- c. Loss of data resulting from an equipment or systems (including hardware and software) failure;
- d. Human error, such as accidental deletion or alteration of data;
- e. Unforeseen circumstances, such as a fire or flood;
- f. Deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- g. 'Blagging' offences, where data is obtained by deceiving the organisation which holds it.

BBNI will:

- a. Make the required report of a data breach to the Information Commissioner's Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- b. Notify the affected individuals if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

● **INTERNATIONAL TRANSFERS**

BBNI may transfer personal data outside the UK to the Republic of Ireland and/or to international organisations on the basis that that country, territory or organisation is designated as having an adequate level of protection or that the organisation receiving the data has provided adequate safeguards by way of standard data protection clauses.

● **CHANGES TO THIS POLICY**

BBNI reserve the right to change this policy at any time. Where appropriate, BBNI will notify changes by mail or email.

June 2023