

Data Protection Policy

POLICY NAME	Data Protection Policy
APPROVAL DATE	15/09/2025
LAST REVIEWED	15/09/2025
NEXT REVIEW DATE	September 2027

1. Introduction

- 1.1. Someone Cares UK uses personal data about living individuals for the purpose of general church administration and communication.
- 1.2. Someone Cares UK recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017.
- 1.3. Someone Cares UK fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for Someone Cares UK must adhere to these principles.

2. The Principles

- 2.1. The eight principles require that personal data shall:
 - 2.1.1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
 - 2.1.2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
 - 2.1.3. Be adequate, relevant and not excessive for those purposes.
 - 2.1.4. Be accurate and where necessary, kept up to date.
 - 2.1.5. Not be kept for longer than is necessary for that purpose.
 - 2.1.6. Be processed in accordance with the data subject's rights.
 - 2.1.7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.

- 2.1.8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

3. Maintaining Confidentiality

- 3.1. Someone Cares UK will treat all personal information of its staff, volunteers and beneficiaries as private and confidential and not disclose any data to anyone other than the leadership in order to facilitate the administration and day-to-day operations of the projects.
- 3.2. All Someone Cares UK staff and volunteers who have access to Personal Data will be required to agree to sign a Confidentiality Policy and a Data Protection Policy.

4. Exceptional circumstances to maintaining confidentiality permitted by law:

- 4.1. Someone Cares UK may be required to share personal data with a third party in exceptional circumstances such as:
 - 4.1.1. Where we are legally compelled to do so
 - 4.1.2. Where there is a duty to the public to disclose
 - 4.1.3. Where disclosure is made at the Data Subject's request or with the Data Subject's consent

5. Use of Personal Information

- 5.1. Someone Cares UK will use personal data for three main purposes:
 - 5.1.1. The day-to-day administration of the projects; e.g. arranging calls and, where applicable/appropriate, visits; creating links between chaplains and churches for the setting up of projects
 - 5.1.2. The personal data of staff, trustees and volunteers for HR purposes and the day-to-day administration of the charity
 - 5.1.3. Contacting members to keep them informed of project activities and events.
 - 5.1.4. Statistical analysis; gaining a better understanding of project demographics.

6. Data Storage

- 6.1. Someone Cares UK collects email addresses via MailChimp using a newsletter sign-up form on the Someone Cares UK website. To this end, Someone Cares UK is covered by MailChimp's data protection policies.
- 6.2. Someone Cares UK stores additional contact information on a Google spreadsheet ('database'), which is password protected. The Google account the database is connected to is password protected. The device(s) on which the Google account is accessed is password protected.
- 6.3. Information contained on the database will not be used for any other purposes than set out in this section. The database is accessed through Google and therefore, can be accessed through any computer or smart device with internet access.
- 6.4. People who will have secure and authorised access to the database include the Someone Cares UK Leadership Team.
- 6.5. The database will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.
- 6.6. All access and activity on the database is logged and can be viewed by the Database Controller.
- 6.7. Subject Access - all individuals who are the subject of personal data held by Someone Cares UK are entitled to:
 - 6.7.1. Ask what information Someone Cares UK holds about them and why
 - 6.7.2. Ask to gain access to it
 - 6.7.3. Request that information stored about them is rectified in the event that it is incorrect
 - 6.7.4. Request erasure of the personal information held about them where there is no compelling reason for the data being retained
 - 6.7.5. Personal information will not be passed onto any third parties outside of the Someone Cares UK environment.

7. Subject Consent

- 7.1. The need to process data for normal purposes has been communicated to all data subjects. In some cases, if the data is sensitive, for example, information about health, race or gender, express consent to process the data must be obtained.

8. Rights to Access Information

- 8.1. Employees and other subjects of personal data held by Someone Cares UK have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

- 8.2. Any person who wishes to exercise this right should make the request in writing to the Someone Cares UK Data Officer – Jenni Calcraft - using the standard letter which is available online from www.ico.gov.uk
- 8.3. If personal details are inaccurate, they can be amended upon request.
- 8.4. Someone Cares UK aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

9. Adoption of this policy

- 9.1. The trustees of Someone Cares UK formally accepted this policy at the trustees meeting held on 15/09/2025.