



# **The Palestine Trauma Centre (UK)**

## **GENERAL DATA PROTECTION POLICY**

A guide for trustees and associates on using social media to promote the work of the Palestine Trauma Centre (UK) and in a personal capacity

This policy will be reviewed on an ongoing basis, at least once a year. The Palestine Trauma Centre (UK) will amend this policy, following consultation, where appropriate.

Date of last review: 16 November 2023

# Privacy Notice

## General Information

The General Data Protection Regulations (GDPR) became law on the 25th May 2018. Data Protection Laws define Personal Data as information which directly or indirectly identifies an individual. Examples of Personal Data include name, address, e-mail address and telephone numbers. Note: for these regulations addresses can include IP addresses.

The Palestine Trauma Centre (UK) (PTC(UK)) collects and processes Personal Data belonging to its Trustees, names and addresses of donors who donate more than £1,000, and some third party fundraisers.

## How Does PTC(UK) Protect Personal Data

To protect data privacy, PTC(UK) has implemented a Personal Data Protection Policy. Trustees and other members of PTC(UK) who come into contact with Personal Data have obligations to adhere to PTC(UK)'s Personal Data Protection Policy. Furthermore, Trustees and other members of PTC(UK) are regularly updated in security and privacy best practice.

To protect stored data on electronic devices (e.g. computers), PTC(UK) uses appropriate technical and organisational measures. These measures are to protect those data from from accidental activities, or malicious activities or theft. Any stored data are treated confidentially and those data are destroyed when they are no longer required.

## Your Rights

Data Protection Laws, describe individuals who have provided their Personal Data to an organisation (either directly or indirectly) as "Data Subjects". As a Data Subject, you have a number of rights with respect to how PTC(UK) processes your Personal Data.

If you wish to exercise any of your rights, please contact the Chair of Board of Trustees.

## Right to be Informed

Data Subjects have the right to be informed what use their Personal Data will be put to, along with details of their rights. Where PTC(UK) obtains Personal Data from a third party, those details will be made available within a reasonable period of having obtained those data.

## Right to Access

On request, Data Subjects have the right to access and obtain a copy of their Personal

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Data stored and processed by PTC(UK). Data Subjects can exercise this right through the submission of a formal, written Subject Access Request to the Chair of Board of Trustees.

### **Right to Rectification**

Each Data Subject has the right to request that PTC(UK) corrects inaccurate or incomplete Personal Data.

### **Right to Erasure (to be Forgotten)**

Each Data Subject has the right to request that PTC(UK) erases their Personal Data from PTC(UK)'s electronic systems and records.

Note: This is not an absolute right and does not normally apply to purposes covered by Legal Obligation or which is necessary for the performance of a Contract.

### **Right to Restrict Processing**

Data Subjects have the right to request that PTC(UK) ceases or limits the processing of their Personal Data. For example, if a Data Subject considers that their Personal Data is no longer necessary for the purpose of processing.

### **Right to data portability**

Data Subject have the right to request a copy of the Personal Data which has been directly provided to PTC(UK) and those data have been automatically processed in a portable format.

### **Right to object**

Data Subjects have the right to object to the processing of their Personal Data, where PTC(UK) relies upon Legitimate Interest as the lawful basis for processing.

### **Rights related to automated decision making including profiling**

Data Subjects have the right not to be subject to a decision based solely on automated processing (including profiling), which may significantly affect them.

### **Complaints**

If a Datum Subject is unhappy with how their Personal Data is processed by PTC(UK), then that Datum Subject has the right to complain to the Chair of Board of Trustees.

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If a Datum Subject remains unhappy, following PTC(UK)'s response to their complaint, then that Datum Subject has the right to lodge a further complaint with the Information Commissioners Office (ICO) at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF. The ICO can also be contacted by telephone on 01625 545 745 or via their website at [www.ico.org.uk](http://www.ico.org.uk).