



GDPR General Policy

Introduction

The Land of Oak & Iron Trust (herein after referred to as "LOIT"), shall comply with all relevant and current legislation relating to the control and management of personal data. This Policy document sets out the LOIT's general approach to ensure compliance and also refers to our Reference Document LOIT Ref. 01, which details our compliance systems. The Reference document is intended for the use and guidance of Trustees but is available to all parties on request.

General Policy

The LOIT will ensure that all personal data that it holds will be:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary;
- processed 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.

Operational Policies & Procedures – The Context:

LOIT is a small charity holding just a small amount of non-sensitive data on a small number of people.

The Trustees understand and accept their responsibility under the EU General Data Protection Regulation (GDPR) to hold all personal data securely and use it only for legitimate purposes with the knowledge and approval of the data subjects.

By following operational policies and procedures set out in the LOIT's Reference document Ref. 01 the Trustees undertake to uphold the principles and requirements of the GDPR in a manner which is proportionate to the nature of the personal data being held by the LOIT. The policies are based on the Trustees' assessment, in good faith, of the potential impacts on both the LOIT and its data subjects of the personal data held by the LOIT being stolen, abused, corrupted or lost.

Adopted: June 2020

Reviewed: April 2024

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