

Haiti Communiterre

Data Protection Policy

Haiti Communiterre needs to collect and use personal data about our volunteers and donors in order to operate effectively and efficiently and fulfill our mission. We recognize however that it is essential to ensure that any personal data we receive is treated lawfully and with care to ensure its security and accuracy.

Our commitment:

- To ensure that any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998.
- To ensure that we treat any personal data received appropriately in order to protect the rights of our volunteers, donors and any other individuals with whom we may work.

We aim to ensure our adherence to the Data Protection Act by following the eight principles of the act; namely that data will be:

- fairly and lawfully processed
- processed for limited and specified purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- not kept for longer than is necessary
- processed in line with the data subject's rights
- kept secure
- not transferred to a country which does not have adequate data protection laws

When we collect any personal data from you, we will inform you why we are collecting your data and what we intend to use it for.

Where we collect any sensitive data, we will take appropriate steps to ensure that we have explicit consent to hold, use and retain the information. Sensitive data is personal data about an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual orientation, etc.

Only relevant members of Haiti Communiterre's Core or Management Team will have access to your information. We will not pass your details on to any other third party.

The Executive Director has overall responsibility for Data Protection for the organization and its programs.

Breaches of our Data Protection policy will be treated seriously and will be dealt with according to our Problem Solving Policy.

If a volunteer feels that any member of Haiti Communitere is not fulfilling their responsibility and is breaching our Data Protection Policy they should report this by following Haiti Communitere's problem solving procedure.