

## **Data Protection Policy**

### **Niños del Tercer Mundo**

This data protection policy regulates how the Niños del Tercer Mundo (NTM) processes and stores personal data. It applies to all Data Subjects (trustees, members and volunteers of NTM). Its purpose is to ensure that the NTM complies with the law and with highest data protection standards.

In this policy “personal data” means any recorded information which identifies a living individual.

#### **1. Purposes**

As a membership organisation NTM processes, retains and shares personal data of trustees, members and supporters for the purposes set out in its Data Protection Privacy Notice.

NTM shall not collect or store personal data of members for any other purposes.

#### **2. Data Controller.**

The Data Protection Act 2018 sets out the responsibilities of Data Controllers. The individual determines the purposes for which and the manner in which personal data is processed. They will also exercise overall control over the reasons for maintaining personal data and how the processing of personal data processing will be undertaken. The Data Controller for the Niños del Tercer Mundo shall be the president, unless changed at a trustees meeting.

#### **3. Appointment of a Data Protection Officer**

NTM shall appoint a Data Protection Officer (DPO) who, in conjunction with the Data Controller (if not the same person), will oversee compliance with data protection law and will act as a point of contact for members and the Agencia Española de Protección de Datos (the “AEPD”). The Data Protection Officer shall have a direct line of communication with the Presidente if he is not the Data Controller, and shall have, or shall undergo training to ensure that they has, knowledge of data protection law and practices.

The DPO will document and record all data processing activity, monitor internal compliance, inform and advise NTM trustees on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for the supervisory authority.

#### **4. The Rights of Data**

A Data Subject may:

- a. Request that they are provided with a copy of all personal data that NTM holds about them.

The Data Protection Officer shall promptly provide a copy of all information required to be disclosed by law.

- b. Request rectification of any incorrect personal data held by NTM about them.

The Data Protection Officer shall promptly consider such a request and respond to it in accordance with the law.

- c. Object to NTM from some or all of its processing of their personal data by withdrawing their consent.

The Data Protection Officer shall promptly consider such an objection and respond to it in accordance with the law.

## **5. Deletion of personal data**

Where a Data Subject formally resigns from membership and requests in writing, their personal data will be deleted as set out in the relevant Data Protection Privacy Notice.

## **6. Sharing data with third parties**

As a membership organisation, NTM will not share data with other organisations, unless requested to do in writing by the Data subject:

## **7. Data Protection Notice**

NTM shall publish Data Protection Privacy Notices relevant to each category of Data Subject and make it readily available. The Notice shall comply with the requirements of data protection law and include how personal data will be used by NTM and the contact details of the Data Protection Officer.

## **8. Data security**

NTM shall periodically review the security of its records and data processing activities and shall take appropriate steps to ensure the confidentiality, integrity and availability of personal data that it holds.

## **9. Reporting breaches to the Data Protection Officer**

Actual or potential breaches of this policy, or of data protection law by NTM, shall be reported immediately to the Data Protection Officer. Breaches shall be reported if required by the Data Protection Officer to the AEPD and/or to the member(s) whose data is affected.

Date policy adopted: 24th May 2018 in Tiàs



Presidente Niños del Tercer Mundo