



**Basingstoke
Sikh Sabha**

GDPR POLICY

Document Control:

Policy Owner:	Secretary
Policy Author(s):	Gurdip Atwal (Treasurer)
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Approving Body:	BSS Sangat
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Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
Version 1	05/04/26	Voted as V1 by the Committee	Gurdip Atwal, Treasurer

GDPR & Data Protection Policy

1. Introduction

Basingstoke Sikh Sabha (“the Charity”, “we”, “us”, “our”) is committed to protecting the privacy and personal data of its members, volunteers, employees, donors, and beneficiaries. This policy explains how we comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to trustees, volunteers, employees, contractors and covers all personal data processed in any format, including electronic and paper records.

3. Data Protection Principles

Personal data must be processed lawfully, fairly, transparently, limited to purpose, accurate, secure, and retained only as long as necessary.

4. Lawful Basis for Processing

We process data based on consent, legal obligation, legitimate interest, or contractual necessity.

5. Types of Personal Data

Includes contact details, donation records, volunteer records, safeguarding information, and CCTV if applicable.

6. Data Subject Rights

Individuals have rights including access, correction, deletion, restriction, and withdrawal of consent.

7. Data Security

Appropriate security measures include restricted access, password protection, and secure storage.

8. Data Retention

Personal data is retained only as long as necessary or legally required.

9. Data Breaches

Any data breach will be investigated and reported to the ICO where required.

10. Sharing Personal Data

We do not sell personal data and only share where legally necessary.

11. Responsibilities

Trustees oversee compliance; all members must handle data responsibly.

12. Review of Policy

Policy reviewed annually or when required.

14. Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by me/ us in my records.
- require me/ us to correct any inaccuracies in your information.
- make a request to me/ us to delete what personal data of yours I/ we hold; and
- object to receiving any marketing communications from me/ us.

If you would like to exercise any of your rights above, please contact me/us at basingstokesikhs@gmail.com

Should you wish to complain about the use of your information, I/ we would ask that you contact me/ us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my/ our use of your information. The Information Commissioner's contact details are noted below:

England: Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF Telephone: 0303 123 1113 Email: casework@ico.org.uk	Wales: Information Commissioner's Office 2nd floor, Churchill House Churchill way, Cardiff, CF10 2HH Telephone: 029 2067 8400 Email: wales@ico.org.uk
Scotland: The Information Commissioner's Office – Scotland 45 Melville Street, Edinburgh, EH3 7HL Telephone: 0131 244 9001 Email: Scotland@ico.org.uk	Northern Ireland: Information Commissioner's Office 3rd Floor, 14 Cromac Place Belfast, BT7 2JB Telephone: 028 9027 8757 Email: ni@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.