



CREATIVE EXCHANGE DATA PROTECTION POLICY

1. POLICY AIM

Creative Exchange provides a network for public sector graphic designers in Scotland.

The personal data that Creative Exchange processes relates to its members, suppliers and its committee members.

This policy sets out Creative Exchange's commitment to ensuring that any personal data, including any special category personal data, which Creative Exchange processes is carried out in compliance with Data Protection Law. Creative Exchange is committed to ensuring that good data protection practice is embedded in the culture of our organisation.

Creative Exchange is committed to:

Ensuring that we comply with the GDPR Data Protection Principles when processing any personal data and that we meet our legal obligations as laid down in Data Protection Law (including the GDPR and all relevant EU and UK data protection legislation). We want to build a culture of looking after personal data responsibly into everything we do.

2. SCOPE

This policy applies to all personal data processed by Creative Exchange and is part of our approach to compliance with Data Protection Law. All our Committee are expected to comply with this policy.

3. DATA PROTECTION PRINCIPLES

Creative Exchange confirms that it complies with the following data protection principles and undertakes to ensure that when it processes personal data:

- it is processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');

- it is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; ('purpose limitation')
- It is all adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; ('data minimisation')
- It is all accurate and, where necessary, kept up to date and that reasonable steps will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- It is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; ('storage limitation')
- It is 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, using appropriate technical or organisational measures ('integrity and confidentiality').

Creative Exchange is committed to facilitating and complying with any request from a data subject who wishes to exercise their rights under Data Protection Law in a transparent manner and without undue delay.

4. PROCESS/PROCEDURES/GUIDANCE

Creative Exchange will:

- only collect and process the personal data that is necessary for the purpose or purposes that we have identified in advance;
- ensure that the legal basis for processing personal data is identified in advance;
- ensure that as far as possible the personal data we hold is accurate;
- only process your data for as long as is it required for our purposes and then we will securely dispose of, or delete personal data;
- provide information about what it does with personal data in its privacy notice which provides more detail on why we are asking for personal data and what we intend to do with it;
- not do anything with your data that you would not expect given the content of this policy and our privacy notice; and
- ensure that appropriate security arrangements are in place in relation to the personal data it holds.

Creative Exchange' will ensure that all committee members who handle personal data are aware of their responsibilities under this policy and other relevant data protection and information security policies and that they are adequately trained, supervised and monitored.

5. DATA SUBJECT RIGHTS

Creative Exchange will ensure that it has procedures in place to allow data subjects to exercise the following data subject rights under the GDPR.

Subject access: the right to request information about how personal data is being processed including whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

- the purpose of the processing;
- the categories of personal data;
- the recipients to whom data has been disclosed or which will be disclosed;
- the retention period;
- the right to lodge a complaint with the ICO;
- the source of the information if not collected direct from the subject; and
- the existence of any automated decision making.

Rectification: the right to allows you to rectify inaccurate personal data concerning you without undue delay.

Erasure: the right to have data erased in certain circumstances, and to have confirmation of erasure, but only where:

- the data is no longer necessary in relation to the purpose for which it was collected;
- where consent is withdrawn;
- where there is no legal basis for the processing; or
- there is a legal obligation to delete data.

Restriction of processing: the right to ask for certain processing to be restricted in the following circumstances:

- if you contest the accuracy of your personal data;
- if our processing is unlawful and you do not want it to be erased;

- if we no longer need the data for the purpose of the processing but it is required by you for the establishment, exercise or defence of legal claims; or
- if you have objected to the processing, pending verification of that objection.

Object to processing: you have the right to object, on grounds relating to your particular situation, to the following:

- processing carried out in the public interest or in the exercise of official authority; or
- processing relying on the legitimate interests processing condition unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

You cannot exercise this right in the following circumstances when the processing is:

- necessary for entering into or the performance of a contract;
- authorised by law; or
- based on explicit consent.

You have an absolute right to object to any direct marketing that we are sending to you and there are no exemptions to this which would allow us to refuse to comply.

6. PERSONAL DATA BREACHES

Creative Exchange will record any personal data breaches in the form at the end of this document. Action will be taken in relation to any issues identified, particularly if any pattern of breaches is identified.

Creative Exchange will report personal data breaches which are likely to result in a risk to the rights and freedoms of the data subject to the Information Commissioner's Office.

Creative Exchange will also communicate any personal data breach which is highly likely to result in a risk to the rights and freedoms of the data subject to the data subject or subjects.

7. RESPONSIBILITY FOR THE PROCESSING OF PERSONAL DATA

Creative Exchange's Committee takes ultimate responsibility for data protection.

If you have any concerns or wish to exercise any of your rights under the GDPR then you can contact Creative Exchange's data protection lead in the following ways:

Data Protection Lead

David White

130 Charterhall Road, Edinburgh EH9 3HW

0787 679 1671

email: davidcreativeexchange@gmail.com

Monitoring and Review

This policy was last updated on 25 May 2018 and shall be regularly monitored and reviewed by Creative Exchange every two years.

Personal Data Breach Register

Data of Breach:

Describe what took place:

Type of Breach:	Confidentiality	Integrity	Accessibility
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Type of Data:	Personal	Special Category	Financial
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Likelihood of risk:	No Risk	Risk	High Risk
		Report to ICO	Report to ICO and Communicate to Individuals

Why was this decision taken (address severity of impact/likelihood of risk):

What mitigation measures were taken:

What Changes will be made as a result: