

## PLANNING AID FOR LONDON GDPR POLICY

Drafted 7 June 2018.

Reviewed – 22 January 2021

File name – 210122 GDPR

- 1. Person assigned as responsible in regard to GDPR**
  - George Knott, Trustee, volunteer at Planning Aid for London, director at Knott Architects.
- 2. Data held by Planning Aid for London** (for minimum 15 years for the purposes of Professional Indemnity Insurance cover.)

### **Trustees**

- Name.
- Date of birth.
- Residential address.
- Contact details (email / phone numbers.)
- Marital status.
- Professional accreditations.

### **Volunteers**

- Name.
- Address
- Contact details (email / phone numbers.)
- Professional accreditations.

### **Clients and Associates**

- Name.
- Address.
- Contact details (email / phone numbers.)
- Records of advice cases.

### **Business-to-business contacts**

- Name(s)
- Address(s)
- Contact details (email / phone numbers)
- Insurance cover details.
- VAT and Company registration numbers
- Bank account paying in details.

- 3. Lawful basis for holding / processing data** - All data is for the legitimate business purposes in order to:-
  - Comply with the requirements of the Charities Commission and Companies House.
  - Provide the services that are the activity of Planning Aid for London.
  - Communicate with volunteers and others in respect of the activities of Planning Aid for London
  - Carry out business to business transactions.
  - Maintain various insurance policies.
  - Provide evidence in support of any negligence claims against Planning Aid for London.
  - Validate and provide evidence of the work of Planning Aid for London.
  - Planning Aid for London activities in respect of bids for funding and other sources of support.
- 4. Availability of data storage / processing policies**
  - This document is published on Planning Aid for London's website and will be freely issued on request.
- 5. Rights of other people / organisations**
  - This document is published on Planning Aid for London's website and will be freely issued on request.
  - On request any person or organisation may have access to any data specific to them that is held by Planning Aid for London.
  - On request any person or organisation can request the correction, modification, restriction or deletion of any data.
- 6. Procedures for protection**
  - One cloud-based back-up store.