PLANNING aid for london

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.