



**DEDDINGTON**  
HOUSING ASSOCIATION  
**Data Protection Policy (GDPR)**

## **Introduction**

The purpose of this paper is to enable Deddington Housing Association (DHA) to comply with the GDPR in respect of the personal data it holds about individuals.

DHA will ensure that the information that it holds about its Residents, Trustees, Contractors and Volunteers is used in accordance with the GDPR.

The DHA will comply with the GDPR as follows:

1. The DHA will be open and transparent in the way the personal data is used and shared.
2. The DHA will only collect and use the minimum amount of personal data that is relevant for the purposes of the organisation.
3. When collecting personal data the DHA will ensure that the individuals are aware of the purposes for which the personal data will be used.
4. The DHA will only collect those details which are necessary for which the personal data is being obtained.
5. The DHA will ensure that systems, databases and tools that collect and use personal data are designed to promote privacy protection.
6. All personal data will be password protected and will only be accessed by authorised Trustees.
7. All personal data held will be regularly reviewed to ensure that it is accurate and up-to-date.
8. To ensure that personal data is accurate all residents will be asked on an annual basis to confirm their personal data is up to date and accurate.
9. Personal data will only be kept where there is a business or legal need to do so.
10. Personal data will be deleted/destroyed after six years of a resident ceasing to be a tenant, or a Trustee resigning, or a Contractor ceasing to perform, or a Volunteer ceasing to act.
11. The DHA recognises that all individuals who have contact with the organisation have the right of access, the right of rectification, the right to erase, and the right to restrict processing of their personal data.

The DHA will review its compliance with GDPR on a regular basis and complete a full review every two years.

The DHA is registered with the Independent Commission Office (ICO) and its registration number is ZA276168.

The Chair of the Trustees is the person responsible for ensuring the above is adhered to under the Data Protection Regulations.

***This Policy has been approved for issue by the board of trustees of Deddington Housing Association Ltd.***

*Signature: Stella O'Neill - Chair*

*Date: July 2024*