

ARC Data Handling Principles



Alexandra
Rose
Charity



Policy Date: 5th February 25

Review Date: 5th January 26

1 INFORMATION ABOUT ARC

1.1 Alexandra Rose Charity ("**ARC**" or "**we**") is a charity with its registered office at Community Base, 113 Queens Road, Brighton, BN1 3XG. We are registered with the Charity Commission for England & Wales – Charity Number 211535.

1.2 We operate the ARC Rose Voucher Project which facilitates the delivery of Rose Vouchers to these recipients which can be exchanged at certain local trading stores in London, United Kingdom for fruit and vegetables.

2 DATA HANDLING PRINCIPLES

2.1 In your participation of the Rose Voucher Project you may have access to personal data in relation to recipients of Rose Vouchers and employees of ARC and it is recommended that you comply with the following data handling principles:

2.1.1 Ensure that any personal data which you have access to is processed **lawfully, fairly** and in a **transparent manner**.

2.1.2 Ensure that any personal data which you have collected is for a **specific, explicit** and **legitimate purpose**.

2.1.3 The personal data which you collect and handle must be **adequate, relevant and limited to what is necessary for the purposes** in which it was collected.

2.1.4 The personal data which you collect and handle must be **accurate**, and where necessary, **kept up to date**. This means that you must take every reasonable step to ensure that any personal data which is inaccurate is erased or rectified without delay.

2.1.5 Ensure that you only retain any personal data for **no longer than is necessary** for the purpose for which it was collected.

2.1.6 Personal data must be processed in a manner that ensures that the appropriate **technical and organisational security measures** are in place to protect personal data against any unauthorised or unlawful processing and against accidental loss, destruction or damage.

3 WHAT IS PERSONAL DATA?

3.1 Personal data is any information which relates to an identified or identifiable individual. This may include, for example, an individual's name, DOB and contact address.

4 QUESTIONS?

If you have any questions or wish to learn more about the ARC Rose Voucher Project please email info@alexandarose.org.uk and we will be able to provide additional information.