



Investing in the third sector
Improving public services

Futurebuilders England Data Protection Policy

Futurebuilders England recognises its legal obligation to comply with the 1998 Data Protection Act and is registered as a data controller under the Act (ref: Z8555751)

Futurebuilders collects and uses certain types of information about people with whom it deals in order to fulfil its business purposes. The main purposes for which we use personal data are for staff administration; advertising; marketing and public relations; accounts and records; benefits; loans and grants administration; and information and databank administration.

The people that we hold these types of information on are applicants for loans and grants; current, past and prospective employees; suppliers and contractors; and other contacts with whom we communicate.

Futurebuilders fully endorses and adheres to the principles of the 1998 Data Protection Act. We have appropriate data protection policies and procedures in place to ensure that our employees treat personal information lawfully and correctly. We have also trained our employees to manage and handle personal information in accordance with the requirements of the Act. Our data handling processes and procedures are regularly reviewed and audited for compliance.

The 1998 Act sets out eight data protection principles. Futurebuilders is committed to complying with these principles and all other aspects of the Act and in particular will seek to ensure that all personal data held by us is:

- (i) processed fairly and lawfully
 - we will seek to ensure that individuals whose data we hold know what we intend to do with their personal information
 - wherever necessary and appropriate we will seek individuals' consent to the processing of their personal data
 - we will not share your personal data with other organisations unless you have given us permission to do so
- (ii) obtained for specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
 - we will use the personal data that we hold for our business purposes only and in accordance with the processing purposes as stated in our notification with the Information Commissioner's Office
- (iii) adequate, relevant and not excessive in relation to the purposes for which it is held
 - we will only store and use individuals' personal data for our reasonable and legitimate business activities
- (iv) accurate and up to date
 - we will always try to ensure the quality of our information

- we welcome and encourage individuals to inform us if they believe any of our information is inaccurate so that we can update our information sources accordingly
- (v) not kept for longer than necessary for the purposes for which it is held
- we operate a retention policy to ensure that old or surplus personal data is removed from our records after a reasonable period of time
- (vi) processed in accordance with the rights of the individual concerned
- we will seek to comply with individual requests and notices
 - we will provide data subject access to personal information in accordance with the Act
 - we will prevent processing in certain circumstances, if requested
 - we will correct, rectify, block or erase information which is regarded as wrong information, when notified
- (vii) kept securely to avoid accidental loss, destruction or damage to personal data
- we operate appropriate organisational and technical security arrangements in relation to all personal data we hold
- (viii) not transferred out of the European Economic Area (“EEA”) without appropriate safeguards
- we recognise that personal data needs to be treated with particular care in countries which do not have reciprocal data protection laws
 - we will not transfer personal data outside the EEA without the individual’s consent or suitable safeguards