



Vaccine Research Trust
research to save lives

DATA PROTECTION POLICY

This document sets out the data protection policy of the

Vaccine Research Trust

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1. **INTRODUCTION**

- 1.1. This Data Protection Policy is the overarching policy for data security and protection for the Vaccine Research Trust (VRT) (hereafter referred to as "us", "we", or "our").
- 1.2. The General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998 (DPA) on the 25th of May 2018. GDPR is the result of work done by the EU to update data protection legislation in the light of different ways that data including personal data is being used.
- 1.3. GDPR applies to all organisations within the EU and those who deal with EU. The Data Protection Legislation primarily includes the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).
- 1.4. Personal Data is any recorded information about a living individual who can be identified from that data or from that data and other available data. This includes, among others, information held in paper records, electronic records, digital files, video and audio recordings, photographic images.
- 1.5. Processing is the undertaking of any operation involving Personal Data (including to collect, access, maintain, handle, copy, anonymise, analyse, disclose, or delete) as well as simply retaining personal data.

2. **PURPOSE**

- 2.1. The purpose of the Data Protection Policy is to support the 10 Data Security Standards, the General Data Protection Regulation (2016), the Data Protection Act (2018), the common law duty of confidentiality and all other relevant national legislation. The Data Protection Policy for Vaccine Research Trust sets out the requirements under Data Protection legislation. It describes the roles and responsibilities and structure within our Trust which will ensure compliance.
- 2.2. This policy covers:
 - 2.2.1. Our data protection principles and commitment to common law and legislative compliance, and
 - 2.2.2. Procedures for data protection by design and by default.

3. SCOPE

- 3.1. This policy includes in its scope all data which we process either in hardcopy or digital copy, this includes special categories of data.
- 3.2. The policy relates to the processing of personal data by members of Vaccine Research Trust relating to volunteers, Trustees, employees, patients and in the process of fundraising and dissemination of information related to the Trust.
- 3.3. This policy applies to all staff, including temporary staff and contractors.

4. POLICY STATEMENT

- 4.1. We recognise data protection as a fundamental right and embrace the principles of data protection by design and by default.
- 4.2. We take our responsibility to protect personal data seriously and will always comply with the requirements of Data Protection legislation ensuring privacy is a key consideration in our operations. All compulsory registrations and payments to regulatory bodies will be kept up to date, and individuals' rights under the legislation will be respected.
- 4.3. Any members of the Vaccine Research Trust who handle or have access to Personal Data under the control of, or on behalf of, Vaccine Research Trust will comply with the relevant provisions of Data Protection legislation in relation to processing of personal data.

5. PRINCIPLES

- 5.1. We will be open and transparent with service users and those who lawfully act on their behalf in relation to their care and treatment. We will adhere to our duty of candour responsibilities as outlined in the Health and Social Care Act 2012.
- 5.2. We will establish and maintain policies to ensure compliance with the Data Protection Act 2018, Human Rights Act 1998, the common law duty of confidentiality, the General Data Protection Regulation and all other relevant legislation.

- 5.3. We will establish and maintain policies for the controlled and appropriate sharing of service user and staff information with other agencies, taking account all relevant legislation and citizen consent.
- 5.4. Where consent is required for the processing of personal data, we will ensure that informed and explicit consent will be obtained and documented in clear, accessible language and in an appropriate format. The individual can withdraw consent at any time through processes which have been explained to them and which are outlined in our Record Keeping Policy: Withdrawal of Consent procedures. We ensure that it is as easy to withdraw as to give consent.
- 5.5. We will undertake annual audits of our compliance with legal requirements.
- 5.6. We acknowledge our accountability in ensuring that personal data shall be:
- 5.6.1. Processed lawfully, fairly and in a transparent manner.
 - 5.6.2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
 - 5.6.3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation.
 - 5.6.4. Accurate and kept up to date.
 - 5.6.5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation');
 - 5.6.6. Processed in a manner that ensures appropriate security of the personal data.
- 5.7. We uphold the personal data rights outlined in the GDPR:
- 5.7.1. The right to be informed.
 - 5.7.2. The right of access.
 - 5.7.3. The right to rectification.
 - 5.7.4. The right to erasure.
 - 5.7.5. The right to restrict processing.
 - 5.7.6. The right to data portability.
 - 5.7.7. The right to object.

Rights in relation to automated decision making and profiling.

5.8. In line with legislation, we have appointed a Data Protection Officer (DPO) who will report to the highest management level of the organisation. We will support the DPO with the necessary resources to carry out their tasks and ensure that they can maintain expertise. We guarantee that the DPO will not be pressured on how to carry out their tasks, and that they are protected from disciplinary action when carrying out the tasks associated with their role.

5.9. The Data Protection Officer will investigate all breaches and advise on the implications, potential remedies, and mitigation actions in response to an alleged breach.

6. UNDERPINNING POLICIES & PROCEDURES

6.1. This policy is underpinned by the following:

6.1.1. Record Keeping Policy – details transparency procedures, the management of records from creation to disposal (inclusive of retention and disposal procedures), information handling procedures, procedures for subject access requests, right to erasure, right to restrict processing, right to object, and withdrawal of consent to share;

6.1.2. Data Security Policy – outlines procedures for the ensuring the security of data including the reporting of any data security breach;

6.1.3. Business Continuity Plan – outlines the procedures in the event of a security failure or disaster affecting digital systems or mass loss of hardcopy information necessary to the day to day running of our organisation;

7. DATA PROTECTION BY DESIGN & BY DEFAULT

7.1. We shall implement appropriate organisational and technical measures to uphold the principles outlined above. We will integrate necessary safeguards to any data processing to meet regulatory requirements and to protect individual's data rights. This implementation will consider the nature, scope, purpose and context of any processing and the risks to the rights and freedoms of individuals caused by the processing.

6.2. We shall uphold the principles of data protection by design and by default from the beginning of any data processing and during the planning and implementation of any new data process.

6.3. All new systems used for data processing will have data protection built in from the beginning of the system change.

6.5. All existing data processing has been recorded on our Record of Processing Activities. Each process has been risk assessed and is reviewed annually.

6.6. We ensure that, by default, personal data is only processed when necessary for specific purposes and that individuals are therefore protected against privacy risks.

6.7. In all processing of personal data, we use the least amount of identifiable data necessary to complete the work it is required for and we only keep the information for as long as it is required for the purposes of processing or any other legal requirement to retain it.

6.8. Where possible, we will use pseudonymised data to protect the privacy and confidentiality of our staff and those we support.

8. RESPONSIBILITIES

8.1. Our designated DPO is Dr Afshan Ahmad, they can be contacted via email: info@vaccineresearchtrust.com

The key responsibilities of the DPO are:

8.2. Overseeing changes to systems and processes;

8.3. Monitoring compliance with the GDPR and the Data Protection Act 2018;


8.4. Completing DPIA;

8.5. Reporting on data protection and compliance with legislation to senior management;

8.6. 7.2.5. Liaising, if required, with the Information Commissioner's Office (ICO).

9. APPROVAL

9.1. This policy has been approved by the undersigned and will be reviewed at least annually.

Name	Afshan Ahmad
Signature	
Approval Date	21 st April 2021
Review Date	21 st April 2022