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PSM CHARITY**

PSM Charity Data Protection Policy

Effective Date: September 2021

1. Purpose

This Data Protection Policy establishes the framework for protecting the confidentiality, integrity, and availability of personal and organizational data managed by PSM Charity, both electronic and physical. It aims to ensure compliance with applicable data protection laws and to foster a culture of data security within the organization.

2. Scope

This policy applies to all employees, volunteers, contractors, and any other data processors who might handle personal or organizational data on behalf of PSM Charity.

3. Data Protection Principles

PSM Charity commits to the following principles to ensure data is:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Stored only as long as necessary.
- Processed in a manner that ensures appropriate security.

4. Roles and Responsibilities

- **Data Protection Officer (DPO):** The DPO is responsible for overseeing data protection strategy and implementation to ensure compliance with data protection laws.
- **Staff and Volunteers:** All employees and volunteers must understand and adhere to this policy and the data protection procedures relevant to their roles.

5. Data Security

- **Data Access Controls:** Access to data is restricted to authorized individuals whose job roles require access.
- **Data Encryption:** Personal data stored and transmitted is encrypted using secure technologies.
- **Physical Security:** Physical measures are in place to secure areas where sensitive data is stored.
- **Data Backup:** Regular backups are performed to ensure the recovery of data in case of a data loss incident.



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6. Data Breach Response

- Incident Response Plan: A formal incident response plan outlines the procedures to follow in the event of a data breach.
- Notification Procedures: Relevant authorities and affected individuals will be notified of significant breaches as required by law within the timeframe stipulated by applicable regulations.

7. Training and Awareness

- Regular Training: Employees and data processors will receive training on data protection principles, legal requirements, and specific practices for protecting data.
- Awareness Programs: Regular updates and refreshers on data protection issues will be provided to ensure ongoing awareness and compliance.

8. Review and Audit

- Regular Audits: Data protection practices will be audited regularly to ensure policy compliance.
- Policy Review: This policy will be reviewed annually or following significant changes to data protection legislation or organizational processes.

9. Compliance Monitoring

Ongoing monitoring of data protection compliance across all units of the organization will be conducted, with corrective actions implemented for any non-compliance found.

10. Contact Information

For any questions or concerns regarding this policy or data protection practices at PSM Charity, please contact:

- Data Protection Officer: Nyende John
- Email: johnyende@psmcharity.org

Gaboine Anthony
Chairman Bord

Kinene John Mutyaba
Chief Executive Office