



Data Protection and GDPR Compliance Policy

Introduction

Tambu Ayis Support Service (TASS) is committed to safeguarding the privacy and protection of personal data collected and processed in the course of its operations. This Data Protection and GDPR Compliance Policy outlines the principles and procedures TASS follows to ensure compliance with data protection laws, including the General Data Protection Regulation (GDPR).

Principles

1. **Lawfulness, Fairness, and Transparency:** TASS processes personal data lawfully, fairly, and transparently, ensuring individuals are informed about the collection and use of their data.
2. **Purpose Limitation:** Personal data will only be collected and processed for specified, explicit, and legitimate purposes.
3. **Data Minimisation:** Only data that is necessary for the purposes of processing will be collected.
4. **Accuracy:** TASS ensures that personal data is accurate and up to date.
5. **Storage Limitation:** Personal data will only be retained for as long as necessary to meet its purposes.
6. **Integrity and Confidentiality:** TASS will implement appropriate security measures to protect personal data.
7. **Accountability:** TASS is responsible for ensuring compliance and maintaining data protection practices.



Data Collection and Processing

1. **Consent:** Data will be collected based on explicit consent, with the option to withdraw consent at any time.
2. **Legitimate Interests:** Personal data may also be processed based on legitimate interests, while balancing the rights and freedoms of individuals.
3. **Rights of Data Subjects:** Individuals have the right to access, rectify, erase, restrict, or object to the processing of their data.
4. **Data Breach Response:** TASS has clear procedures for reporting and managing data breaches.

Data Sharing and Third-Party Processors

1. **Third-Party Processors:** Third-party processors will comply with GDPR standards.
2. **Data Sharing Agreements:** Clear agreements will be in place when sharing data with third parties.

Data Protection Officer (DPO)

TASS has appointed Miranda Josiah as the Data Protection Officer. Miranda oversees all data protection activities and serves as the point of contact for data subjects and relevant authorities.

Training and Awareness

TASS provides staff and volunteers with necessary training to ensure compliance with data protection and GDPR regulations.



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