



# 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: TASS collects and processes personal data only for specified, explicit, and legitimate purposes, ensuring it is not further processed in a manner incompatible with those purposes.
3. Data Minimisation: TASS ensures that the personal data processed is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
4. Accuracy: TASS takes reasonable steps to ensure the accuracy of personal data and updates it when necessary.
5. Storage Limitation: TASS retains personal data only for the duration necessary to fulfil the purposes for which it was collected.
6. Integrity and Confidentiality: TASS implements appropriate security measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.
7. Accountability: TASS is accountable for its data processing activities and can demonstrate compliance with data protection laws.

## Data Collection and Processing

1. Consent: TASS obtains explicit and informed consent before collecting and processing personal data, ensuring individuals have the right to withdraw consent.



2. Legitimate Interests: TASS processes personal data based on legitimate interests, balancing these interests against the rights and freedoms of the individuals.

3. Data Subject Rights: TASS respects the rights of data subjects, including the right to access, rectify, erase, or restrict the processing of their personal data.

4. Data Breach Response: TASS has procedures in place to detect, report, and investigate data breaches, and will notify the relevant supervisory authority and affected individuals where required by law.

#### Data Sharing and Third-Party Processors

1. Third-Party Processors: TASS ensures that third-party processors comply with data protection laws and have adequate security measures in place.

2. Data Sharing Agreements: TASS establishes clear data-sharing agreements with third parties, specifying the purposes, safeguards, and responsibilities regarding the shared data.

#### Data Protection Officer (DPO)

TASS has appointed a Data Protection Officer who oversees data protection activities, provides advice on compliance, and serves as a point of contact for data subjects and supervisory authorities.

#### Training and Awareness

TASS provides training and awareness programs for staff and volunteers to ensure understanding and compliance with data protection and GDPR requirements.

#### Review and Amendments

This Data Protection and GDPR Compliance Policy is subject to regular review to ensure ongoing effectiveness and compliance with changes in data protection laws. Amendments may be made based on legal requirements, best practices, or organisational needs.

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