



1 Introduction

This framework describes in detail the approach HSPSG use to processing data. Is derived from the HSPSG Data Protection and Confidentiality Policy which is available as a separate document.

2 Types of Information Processed

HSPSG processes the following personal information:

- Details of members of the group
- Details of individuals who raise funds for HSPSG
- Details of professionals working in/with HSP and other relevant conditions
- Details of individuals/companies who may provide services relevant to members
- Details of people who have given presentations at meetings

Data is collected in line with our privacy statement to allow contact on specific topics. Data is also collected to allow decisions to be made on grant applications, and photos may be taken at HSPSG events for publicity purposes. Grant application forms are considered to be personal information.

Data is not collected about individuals who call the HSPSG helpline. Conversations with the helpline are confidential and records are not kept about calls received.

Personal information will not be used for purposes outside of the permissions given for its use. Data will not be shared with any other organisation or individual without consent. Permission to use information can be withdrawn, but not retrospectively.

The following personal information may be processed:

	Members	Fundraisers	Professionals	Companies	Presenters
Name	✓	✓	✓	✓	✓
Address	✓	✓	✓	✓	✓
Contact preferences	✓	✓	✓	✓	✓
Phone number	✓	✓	✓	✓	✓
E-mail address	✓	✓	✓	✓	✓
Grant applications	✓				

Date of birth	✓				
Type/details of HSP	✓				
Children with HSP	✓				
Company name			✓	✓	
Website			✓	✓	

All personal information is kept in the HSPSG membership database. HSPSG has a privacy statement which sets out how data will be used, and is in a separate document: HSP Support Group – Privacy Statement.

3 Processors of Information

People within HSPSG who will process personal information are:

- The membership secretary
- The database administrator
- The chair
- The HSPSG trustees
- Coordinators of HSPSG events

Information processing is completed within this framework:

- The membership secretary and database administrator have full access to the database. They can enter or update details about any person. They can use the database to make contact with members.
- The chair has access to the database to review data, particularly relating to fundraisers, professionals, companies and presenters.
- The HSPSG trustees do not have access to the database but review grant applications and relevant data to make decisions about individual grant applications.
- Coordinators of HSPSG events may contact professionals, companies and presenters in connection with organising HSPSG events.

4 Gathering and checking information

Before personal information is collected, we will consider:

- That the planned use of the data is in line with our charitable objectives
- That the data is reasonable to request
- That the planned use of the data is described and given to those involved

5 Accuracy

HSPSG will ensure that its records remain accurate and consistent. In particular:

- IT systems will be designed to encourage the entry of accurate data
- Data on any individual will be held in as few places as necessary, and all Trustees, members, volunteers and supporters will be directed not to establish unnecessary additional data sets
- Effective procedures will be in place so that data is updated when information about any individual changes.

6 Data Security

HSPSG will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- Personal data is stored in a secure database system with limited encrypted access
- Paper membership forms are destroyed after details have been entered into the database
- Any personal data that needs to be transferred between relevant people will be done so securely

7 Retention Periods

HSPSG will retain data as follows:

- Member information will be retained for a six years after ceasing to become a member.
- HSPSG financial records will be destroyed after six years.
- Summary information on membership and finances will be archived and retained indefinitely.

The Chair, or other such persons appointed by the trustees, will be responsible for ensuring that information/financial records are destroyed at the appropriate time.

[End of Document]

Review in 2024