

## GDPR compliance statement

As a data processor, ASDAN is committed to ensuring that all personal data it handles adheres to the General Data Protection Regulation.

ASDAN has carried out the following actions in order to ensure personal data is lawfully obtained and securely processed.

### Data protection officer

ASDAN has a designated data protection officer who is responsible for ensuring our compliance with GDPR. We are registered with the Information Commissioner's Office and our certificate of registration is available upon request.

If you wish to contact our data protection officer please email [info@asdan.org.uk](mailto:info@asdan.org.uk) or call our central office on 0117 9411126 and ask for the data protection officer.

### Steps to GDPR compliance

- We have conducted a full data audit and reviewed all of our systems where we collect and process personal data, what data is being held, the retention policy, who has access to it, how it is obtained, and where and how it is transmitted.
- We have adopted privacy by default and privacy by design and ensure that any new services or projects will undertake a data protection privacy impact assessment.
- We have reviewed staff policies and conducted training so that all ASDAN staff are aware of their responsibilities under GDPR.
- We have updated our terms and conditions, stating contractual obligations under GDPR.
- We have reviewed all personal data collection points to ensure privacy notices are served where appropriate.
- We conduct IT security testing and are working towards Cyber Essentials accreditation.
- We have data breach policy and procedures in place for identifying, reviewing and reporting breaches to the relevant parties.
- We have conducted an email re-permission campaign to ensure we only send marketing information to those who have requested it.
- We have a subject access request procedure in place.