



Registered Office:
Oshwal Centre
Oshwal House
Coopers Lane Road
Northaw
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EN6 4DG

Hon. President: Rumit Devchand Shah
Hon. VP: Nirmal Chandrakant Shah
Hon. Secretary: Avni Jayantilal Shah
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Oshwal Association of the UK (OAUk) Data Protection Policy

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1. Introduction

OAUk is committed to protecting and respecting the privacy of individuals whose personal data we process. This policy outlines how we collect, use, store, and protect personal data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

This policy applies to all personal data processed by OAUk and covers all employees, volunteers, contractors, and third parties who work with the charity.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure that OAUk complies with data protection laws.
- Define the principles and procedures for processing personal data.
- Outline the rights of individuals whose personal data we process.
- Establish measures to protect personal data from misuse or unauthorized access.

3. Data Protection Principles

Under the GDPR, we are committed to ensuring that personal data is:

1. Lawfully, fairly, and transparently processed – We will process personal data in a transparent and lawful manner.
2. Collected for specified, legitimate purposes – We will collect data only for specific, lawful purposes and will not process it for anything incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary – We will ensure that the personal data we collect is necessary and proportionate for the purposes it was collected.





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4. Accurate and kept up to date – We will take reasonable steps to ensure that personal data is accurate and kept up to date. Changes to specific elements of personal data would need to be notified to the office to ensure the data is up to date.
5. Kept in a form which permits identification of data subjects for no longer than necessary – Personal data will only be retained for as long as necessary to fulfil the purposes for which it was collected.
6. Processed in a secure manner – We will implement appropriate security measures to protect personal data from unauthorized or unlawful processing, and against accidental loss, destruction, or damage.

4. Types of Personal Data We Process

The types of personal data we collect, and process may include:

- Basic information: Such as your name (including prefix or title), age or date of birth
- Contact details: address, phone number, email address.
- Financial data: Donation records, bank account details, payment information.
- Health data (if applicable): For example, if volunteers or beneficiaries have special needs.
- Employment or volunteer data: CVs, staff records, contract details, attendance records.
- Next of Kin data: Contact information for volunteers and members next of Kin
- Communications data: Emails, letters, and other communication logs.

5. Lawful Basis for Processing Personal Data

We will only process personal data if we have a lawful basis to do so. The lawful bases for processing personal data include:

- Consent: Where individuals have given their consent for processing.
- Contractual necessity: Where the processing is necessary to fulfil a contract with the individual.
- Legal obligation: Where processing is necessary for compliance with a legal obligation.
- Legitimate interests: Where processing is necessary for our legitimate interests or the interests of a third party, if this is not overridden by the individual's rights and freedoms.





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6. Rights of Data Subjects

Individuals whose data we process have the following rights:

- Right to access: Individuals have the right to request access to the personal data we hold about them.
- Right to rectification: Individuals can request that inaccurate or incomplete personal data be corrected.
- Right to erasure: Individuals can request that we delete their personal data, subject to certain conditions.
- Right to restriction of processing: Individuals can request that we limit the processing of their personal data.
- Right to data portability: Individuals can request that we transfer their data to another organization.
- Right to object: Individuals can object to the processing of their data in certain circumstances.
- Right to withdraw consent: If we are processing data based on consent, individuals have the right to withdraw that consent at any time.

7. Data Protection Officer (DPO)

OAUUK has appointed a Data Protection Officer (DPO) to oversee and ensure compliance with this policy. The DPO is responsible for:

- Monitoring the implementation of this policy and ensuring compliance with data protection laws.
- Providing guidance on data protection matters.
- Serving as the point of contact for data subjects and regulatory authorities.

The DPO can be contacted at: nirmal.c.shah@oshwal.org

8. Data Security

We take the security of personal data seriously and will implement appropriate technical and organizational measures to protect data from unauthorized access, disclosure, alteration, and destruction. These measures include:

- Using encryption and secure passwords for systems storing personal data.
- Limiting access to personal data to those who need it to perform their roles.





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- Regularly reviewing and updating security protocols to address emerging threats.

9. Data Breaches

If a data breach occurs (i.e., when personal data is lost, altered, disclosed, or accessed without authorization), we will:

- Notify the Information Commissioner's Office (ICO) within 72 hours, where the breach is likely to result in a risk to individuals' rights and freedoms.
- Inform the affected individuals if the breach poses a high risk to their rights and freedoms.
- Investigate the cause of the breach and take corrective action to prevent further incidents.

10. Data Retention

We will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, in line with legal and regulatory requirements. Personal data will be securely deleted or anonymized once it is no longer needed.

11. Sharing Personal Data

Personal data may be shared with third parties only where necessary and in compliance with data protection laws. These third parties may include:

- Service providers who process data on our behalf (e.g., cloud hosting services, payment processors).
- Regulatory authorities when required by law.
- Other organizations or partners with the explicit consent of the individual.

Before sharing any personal data with third parties, we ensure that appropriate safeguards are in place to protect the data and ensure compliance with data protection regulations.

12. Changes to This Policy

We may update this Data Protection Policy from time to time to reflect changes in our practices or legal requirements. Any changes will be communicated to staff and relevant stakeholders, and the updated policy will be made available on our website.





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13. Contact Us

If you have any questions or concerns about how your personal data is being processed or this policy itself, please contact us at: admin@oshwal.org and nirmal.c.shah@oshwal.org

Conclusion

This Data Protection Policy demonstrates the commitment of OAUK to safeguard personal data and ensure compliance with data protection regulations. By following the principles and procedures outlined in this policy, we aim to foster trust and transparency with all individuals whose data we process.

