

Data Re-use (Further Processing) Policy for the charity

Document Control

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1.0 Purpose and Legal Basis

The personal data entrusted to the charity is a vital asset, fundamental to our ability to achieve our constitutional objects. It enables the charity to conduct vital research into the heritage of the beneficiary community. While this data is essential for our primary activities, the charity recognises that opportunities may arise to reuse this data for new purposes that could further our mission. This policy is founded on the principle that such re-use must be managed with the utmost care to maintain the trust of our beneficiaries and ensure unwavering compliance with data protection law.

The primary purpose of this policy is to establish a lawful, transparent, and ethical framework for using personal data, originally collected for one specific purpose, for a new, secondary purpose. This practice is known legally as 'further processing'. This document provides mandatory procedures to ensure that all such processing is compatible with the original purpose, respects the rights of individuals, and serves the best interests of the charity and its community.

This policy and its procedures are designed to adhere to a specific legal and regulatory framework, including:

- The UK General Data Protection Regulation (UK GDPR) specifically upholds the 'purpose limitation' principle, which states that personal data should be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- The Data Protection Act 2018 provides the domestic legal framework for data protection in the UK.
- The Data (Use and Access) Act 2025, which introduces specific requirements governing the conditions under which data collected for one purpose may be lawfully reused for another.
- The Equality Act 2010, ensuring that any re-use of personal data does not result in unfair or discriminatory outcomes for our beneficiaries or any other individuals.
- Relevant guidance from the Charity Commission for England and Wales and the Information Commissioner's Office (ICO) which sets out best practices for charity governance and data protection compliance.

2.0 Scope

This policy's scope is comprehensive, covering all individuals and entities associated with the charity. This ensures that consistent and compliant data handling practices are maintained across every level of the organisation, safeguarding the data we hold and the individuals it pertains to.

This policy applies directly to the following groups:

- **Trustees:** As the individuals with ultimate responsibility for the charity's governance, the Trustees are accountable for all data processing activities conducted by the charity, including any further processing.
- **Volunteers:** Any volunteer who, in the course of their duties, handles or has access to personal data on behalf of the charity must adhere to this policy.
- **Contractors and Service Providers:** This policy extends to any third-party organisation or individual who processes personal data on behalf of the charity. The charity remains accountable for the actions of its data processors, who must comply with these procedures as a condition of their engagement.
- **Beneficiaries and Data Subjects:** The policy exists to protect the fundamental rights and freedoms of the Beneficiary Community and any other individuals whose personal data the charity collects and processes.

This policy covers all personal data and special category data held and processed by the charity, irrespective of its format, including digital records, databases, and paper files. It is from this position of comprehensive applicability that the charity makes its formal commitment to responsible data re-use.

3.0 Policy Statement

This statement represents the formal commitment of the Board of Trustees of the charity to the principles of responsible and ethical data stewardship. We recognise that our data subjects, particularly our beneficiaries, place great trust in us to handle their personal information with integrity and care.

The charity is committed to re-using personal data only when it is fair, lawful, transparent, and compatible with the original purpose for which the data was collected. Any proposal for further processing must be demonstrably in support of the charity's objects as defined in our constitution, such as conducting research into the effects of clastogenic exposure, providing support to our beneficiaries, or preserving the heritage of the beneficiary community. We will not re-use personal data in a way that would be unexpected or detrimental to the individuals concerned.

4.0 Definitions

Clear and consistent definitions are essential for the accurate application of this policy by all Trustees, volunteers, and contractors. The following key terms are defined within the context of the charity's operations.

Term	Definition
Further Processing (Data Re-use)	Processing personal data for a purpose that is different from the purpose for which it was originally collected.
Personal Data	Any information relating to an identifiable individual, including but not limited to names, contact details, case files, grant applications, and other records relating to beneficiaries.
Beneficiary Community	As defined in Clause 3(1) of the charity's Constitution.
Compatibility Assessment	The systematic process used to determine if a new processing purpose is compatible with the original purpose for which the personal data was collected, considering the context and reasonable expectations of the data subject.

Lawful Basis	The specific ground identified under UK GDPR that permits the lawful processing of personal data for a given purpose.
Data Protection Impact Assessment (DPIA)	A formal process to help identify and minimise the data protection risks of a project or new processing activity. A DPIA is particularly important when considering the processing of data relating to our potentially vulnerable beneficiary community.

5.0 Procedures

This section provides the mandatory, step-by-step process that must be followed before any personal data held by the charity can be reused for a new purpose. Adherence to this procedure is essential for ensuring legal compliance and demonstrating accountability.

1. **Proposal for Further Processing:** Any proposal to re-use personal data must be formally documented. The proposal must clearly identify the new purpose and provide a robust justification explaining how this new purpose furthers the charity's objects, including specific references to these objects.
2. **Conducting the Compatibility Assessment:** A formal Compatibility Assessment must be undertaken to evaluate the link between the original purpose of collection and the proposed new purpose. This assessment must be recorded in writing and must consider, as a minimum, the following factors:
 - The relationship between the original purpose and the new purpose.
 - The context in which the data was originally collected and the reasonable expectations of the beneficiaries at that time.
 - The nature of the personal data involved, with special consideration for any sensitive (special category) information.
 - The potential consequences and impact of the new processing on the beneficiaries.
 - The existence of appropriate safeguards to protect the data, such as pseudonymisation or encryption.
3. **Identifying a Lawful Basis:** If the outcome of the Compatibility Assessment is that the new purpose is compatible with the original, a new lawful basis under UK GDPR must be identified for this new processing activity. This lawful basis must be appropriate for the new purpose and must be clearly documented.
4. **Data Protection Impact Assessment (DPIA):** A DPIA must be conducted if the proposed further processing is likely to result in a high risk to the rights and freedoms of individuals. This is particularly relevant given the sensitive nature of the data held by the charity. The DPIA will serve to identify and mitigate any such risks before the processing begins.

5. **Approval and Documentation:** The completed Compatibility Assessment, the identified lawful basis, and the DPIA (if required) must be submitted to the designated Data Protection Officer (DPO) for review. Following the DPO's review and advice, the proposal must be presented to the Board of Trustees for final approval. All decisions, whether to approve or reject the proposal, and their justifications must be formally recorded in the charity's minutes.

6.0 Roles and Responsibilities

Clearly assigned roles and responsibilities are strategically important for ensuring accountability and the effective implementation of this policy across the charity's governance structure.

Role	Responsibility
Board of Trustees	<ul style="list-style-type: none"> - Hold ultimate accountability for the charity's compliance with this policy and relevant data protection legislation. - Approve or reject all proposals for further processing, particularly those deemed high-risk. - Ensure adequate resources are available for compliant data management and protection.
Data Protection Officer (DPO)	<ul style="list-style-type: none"> - Advise the Board of Trustees and any contractors on the requirements of this policy and UK GDPR. - Review all Compatibility Assessments and Data Protection Impact Assessments (DPIAs) to ensure they are robust and complete. - Act as the primary point of contact for data subjects and the ICO on matters relating to further processing.
Contractors / Service Providers	<ul style="list-style-type: none"> - Adhere strictly to the procedures outlined in this policy when processing personal data on behalf of the charity. - Immediately notify the DPO of any proposals or requests they receive for the further processing of the charity's data.

	- Provide all necessary assistance to the charity in conducting any required Compatibility Assessments or DPIAS.
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7.0 Implementation

Successful implementation of this policy requires a clear plan for its formal adoption, communication, and associated training. This ensures the policy is not just a document, but is actively embedded into the charity's day-to-day operations and governance.

- **Adoption and Communication:** This policy will be formally adopted by the Board of Trustees, and the effective date will be recorded in the Board minutes. Following adoption, the policy will be communicated to all Trustees and the key contacts at any relevant contractor or service provider organisations.
- **Training:** Trustees will receive training on the requirements of this policy as part of their regular governance and data protection training schedule. Key personnel at contractor organisations who handle the charity's data will be formally briefed on their specific obligations under this policy.
- **Resources:** Implementation will be managed using existing charity resources. All new agreements with third-party data processors will include a contractual obligation to comply with this policy. Existing agreements will be updated to incorporate these obligations at the earliest opportunity, and no later than their next renewal date.

8.0 Monitoring, Review, and Audit

To prevent this policy from becoming outdated—a critical governance failure identified in other areas of the charity's operations—a robust process for monitoring and review is mandatory. Ongoing monitoring and regular reviews are critical to ensure that this policy remains effective, legally compliant, and fit for purpose.

- **Key Performance Indicators (KPIs):** The effectiveness of this policy will be monitored through the following KPIs:
 - Number of further processing proposals received annually.
 - Number of Compatibility Assessments and DPIAs completed.
 - Number of data subject queries, concerns, or complaints received that relate to the re-use of their data.
- **Reporting:** The Data Protection Officer will provide a report to the Board of Trustees at least annually on the implementation and effectiveness of this policy. This report will include a summary of the KPIs and any recommendations for improvement.
- **Review Schedule:** This policy will be formally reviewed by the Board of Trustees at least annually. A review may be triggered more frequently in response to significant changes in legislation, the charity's operations, ICO guidance, or any incident

related to further processing. The date of each review will be formally minuted by the Board.

9.0 Related Policies and Documents

This policy does not exist in isolation and should be read in conjunction with other key governance and data protection documents to form a cohesive and comprehensive framework. These related documents include:

- The charity's Constitution
- Data Protection Policy
- Privacy Notice
- Subject Access Request Policy
- Data Breach Notification Policy
- Data Protection Impact Assessment (DPIA) Policy
- Document Retention and Archiving Policy