



D.P.Monks Finance Ltd, Privacy Policy

1. D P Monks holds the privacy and security of all those seeking our support in the highest regard. To earn your trust, we respect your privacy in handling personally identifiable information relating to you and your contact with us. This privacy policy ensures the D P Monks:

- a. Complies with data protection law and follow good practice.
- b. Protects the rights of volunteers, members, and the rights of those seeking its support.
- c. Is open about how it stores and processes individuals' data.
- d. Protects itself from the risks of a data breach

Data protection law.

2. Any information will only be used in accordance with the Data Protection Act 1998 which is underpinned by 8 important principles. That is to say that personal data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant, and not excessive
- Be accurate and kept up to date
- Not be held for any longer than necessary
- Processed in accordance with the rights of data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection Compliance with the data protection Act 1998.

3. Information provided by you will have been done so voluntarily for the purposes of this Platform support and will not be used for any other means.

- a. Only those registered as intercessors will have access to your information and only the CEO/Administration Support will have access to your contact details which will be received electronically within the Email account of the Platform.
- b. Unless you express a desire to the contrary, your information request will be passed to our support team anonymously, your contact E-mail will be deleted and after 6 months.
- c. b. Should you expressly wish it, we will remain in contact with you by email or by other means if you so desire. Your information will be held in sacred trust and will not be disclosed to anyone outside the Platform unless in consultation with the CEO/Administration Team we feel a duty under law that it is in the public interest to disclose formation without consent when there is:
- d. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. This policy applies to:
 - a. All members of D P Monks.
 - b. All staff and volunteer, employees of D P Monks.
 - c. It applies to all data that the Platform holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include if voluntarily supplied by you:

(1) Your names

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- (2) Your postal address
- (3) Your Email address
- (4) Your Telephone numbers
- (5) Any other information relating to your Data protection risks.

4. This policy helps to protect D P Monks from:
- a. Breaches of confidentiality.
 - b. Failing to offer you choice as to how the D P Monks uses your data.
 - c. Reputational damage to D P Monks should others successfully gain access to your sensitive data with malicious intent.

Responsibilities

5. Everyone who gives of their time as a member of D P Monks has some responsibility for ensuring your data is collected, stored, and handled appropriately and each volunteer that handles your personal data must ensure that it is handled and processed in line with this policy and data protection principles.

The following, however, have key areas of responsibility:

- a. CEO is ultimately responsible for ensuring that the company meets its legal obligations.
- b. The Product Manager as data protection officer, is responsible for:
 - (1) Keeping the CEO updated about data protection responsibilities, risks, and issues.
 - (2) Reviewing all data protection procedures and related policies, in line with an agreed schedule.
 - (3) Ensuring that all employees and users of D P Monks are fully conversant with the provisions of this policy and where necessary for arranging data protection training and advice for the people covered by this policy as and when requested.
 - (4) Dealing with requests from individuals to see the data the D P Monks holds about them (also called 'subject access requests').
 - (5) Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
 - (6) Performing regular checks and scans to ensure security hardware and software is functioning properly. General volunteer and member's guidelines

6. The only people able to access data covered by this policy should be those who need it.
- a. Data should not be shared informally, but only under the principles outlined in this policy.

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- b. D P Monks will provide training to all employees to help them understand their responsibilities when handling data where necessary.
- c. Volunteers and members should keep all data secure, by taking sensible precautions.
- d. Data should be regularly reviewed and if no longer required, it should be deleted and disposed of.
- e. When data is stored on paper in the form of prayers list or diaries, it should be kept in a secure place where unauthorised people cannot see it.
- g. Data is stored electronically must be protected from unauthorised access, accidental deletion, and malicious activity. It should be protected by strong passwords that are changed regularly and never shared or stored on portable media.
- h. All servers and computers containing data should be protected by approved security software and a firewall. Subject access requests

7. All individuals who are the subject of personal data held by D P Monks are entitled to:

- a. Ask what information D P Monks holds about them and why?
- b. Ask how to gain access to it.
- c. Be informed how to keep it up to date.
- d. Be informed how the D P Monks is meeting its data protection obligations.

8. Should you wish to contact D P Monks requesting this information, this is called a subject access request. You should make your subject access requests by email, addressed to the Project Manager at crypto----- who will aim to provide the relevant information within 14 days.

The Data Protection Manager will always verify the identity of anyone making a subject access request before completing the request. Policy prepared by: Mr W McKean Project Manager.

30-01-22. Policy became operational on: 02 Sep 22. Next review date: 1 Sep 23.