



DATA PROTECTION & GDPR POLICY

British Kashmiri Medical Association (BKMA)

Version 1.1 | Review cycle: Every 2 years

1. Policy Statement

- BKMA is committed to protecting personal data and respecting individual privacy rights.
- The charity complies with UK GDPR and the Data Protection Act 2018.
- Personal data will be handled lawfully, fairly, and transparently.

2. Scope of This Policy

- All personal data processed by BKMA
- All trustees, officers, volunteers, and representatives
- All systems used to store or process personal data

3. What Is Personal Data

- Names, addresses, email addresses, and phone numbers
- Professional or employment-related details
- Donation and payment-related information
- Event registrations and communications

4. Data Protection Principles

- Lawful, fair, and transparent processing
- Purpose limitation and data minimisation
- Accuracy and regular updating
- Secure processing and storage

5. Lawful Basis for Processing

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests of BKMA

6. Responsibilities

- Trustees oversee data protection compliance
- All representatives must handle data responsibly
- Concerns must be reported promptly

7. Data Security

- Secure storage of paper and electronic records
- Restricted access to personal data
- Password protection where appropriate

8. Data Sharing

- Personal data shared only where necessary
- Secure data-sharing methods used
- No selling of personal data

9. Individual Rights

- Right of access to personal data
- Right to correction of inaccurate data
- Right to deletion where appropriate
- Requests to be sent to thebkma@outlook.com

10. Data Breaches

- All data breaches must be reported immediately
- Breaches will be assessed and managed
- ICO will be notified where legally required

11. Data Retention

- Data kept only as long as necessary
- Secure disposal of data when no longer required
- Regular review of data held

