

## **British Friends of Harvard Business School**

### **General Data Protection Regulation (GDPR) Policy**

#### Introduction

The EU General Data Protection Regulation (GDPR) is the most important change to data protection and privacy law in two decades. It was approved by the EU Parliament in April 2016 and comes into force in the UK on 25 May 2018. The GDPR will replace the Data Protection Act 1998. The purpose is to harmonise data protection law throughout Europe. The UK Government has made it clear that the provisions of the GDPR will still apply after Brexit and in September 2017 published a new Data Protection Bill, the main purpose of which is to bring the provisions of the GDPR onto the UK statute book after we leave the EU. Any organisation holding personal information of an EU citizen even if located outside of the EU must have a GDPR policy.

The key changes are:

- Increased accountability and greater responsibilities within organisations to ensure that personal data is protected and processed within the bounds of the law
- A wider range of data will now be classed as ‘personal data’
- Data processors (eg contractors and service providers) will now also be regulated.
- The penalties for failure to comply will be much stronger (up to €20m or 4% of total worldwide turnover, whichever is higher);
- New procedures requiring data controllers to notify the ICO of data breaches within 72 hours of the breach.
- Enhanced individual rights including greater transparency and ‘the right to be forgotten’.
- The requirement for many organisations to appoint a Data Protection Officer where personal data processing is significant;
- Stricter rules on consent given by data subjects to the collection and processing of their personal data.

#### GDPR policy

The attached chart shows the information the British Friends receives and keeps on file and what it does with that information as well as third party relationships.

**Expanded scope:** It acts as a data collector as regards donor information received, and as a data processor as regards the information received from Fulbright with regards to the scholarship applications and as regards the admitted UK applicants to HBS received from HBS and transmitted to Fulbright.

**Cross border** transfers occur when the donors list is sent to HBS for inclusion in their alumni listings and when HBS send details of UK admitted students to British Friends. HBS will be asked to confirm appropriate safeguards. HBS remains responsible for complying with data protection regulations as it is their database. We have reminded them that they are responsible for this data.

The Data Security directive is being reviewed by the HBS Office of General Counsel (OGC) to ensure that the School is compliant. The software they use is iModules and they have confirmed that: iModules Software complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union

member countries and Switzerland. iModules Software has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program and to view iModules' certification, please visit [www.export.gov/safeharbor/](http://www.export.gov/safeharbor/).

**Data Protection Officers:** The British Friends does not conduct large scale systematic monitoring or hold large amounts of sensitive information so does not require a Data Protection Officer.

**Accountability:** The data held is detailed below in the spread sheet, how we use it and what our retention policy will be.

**Mandatory breach notification:** The data is held on secure server. Access is password protected. We would be able to notify a data protection supervisory authority of a data breach within 72 hours.

**New rights:** The new rights and how we will comply:

- the right to be forgotten                      This will be considered on a case by case basis.
- the right to data portability                Data can be provided in a suitable format.
- the right to object to data profiling      We don't do data profiling.

**Consent:** We will obtain consent from individuals for the data we hold.

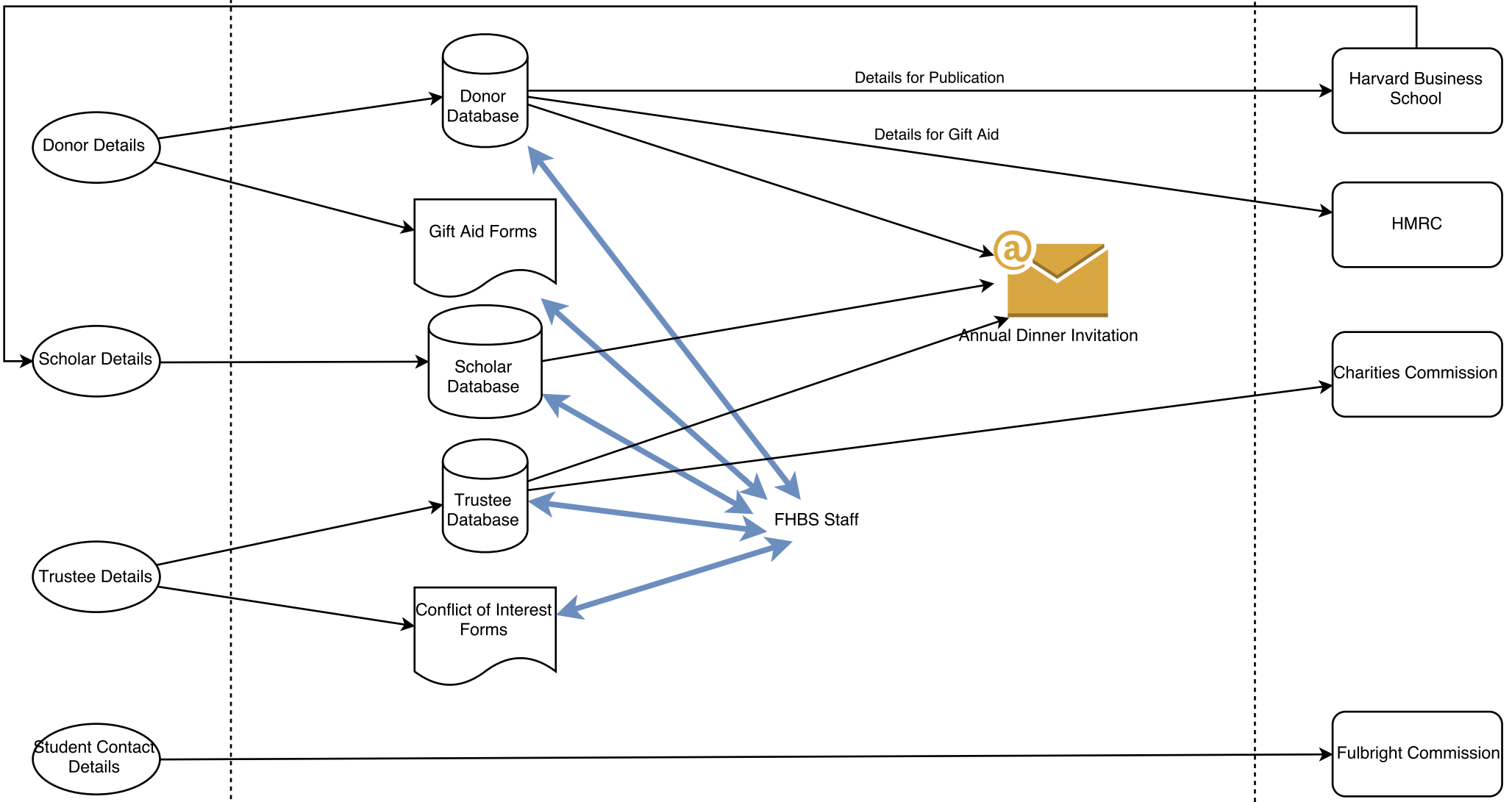
March 2018

British Friends of HBS data held					
	Type of data	Use	Retention	Action	
<b>Donor details</b>	Name, address, e-mail, class year, donation	For acknowledgement, transmission to HBS for inclusion in alumni giving lists ; Invite to annual dinner; include in leaflet and/or on website	In perpetuity	Add permissions request on acknowledgement letter; Write to all on database and state what hold data for and offer opt out	
<b>Gift aid declarations</b>	As above plus confirm UK tax payer	To reclaim gift aid tax refund	6 yrs from end of a/c year (statutory)		
<b>Scholar details</b>	Shortlisted applications rc'd from Fulbright	To select scholarship recipients	Shredded after interviews and selection taken place	Add permissions statement to BF financial aid form and ask permission to list successful candidates in publications and website	
	Accepted UK students from HBS	To inform Fulbright of names and award amt For Fulbright to inform about awards	Keep names, e-mail addresses Deleted after selection taken place		
<b>Trustees details</b>	Name, address, e-mail, class year	To communicate charity matters	In perpetuity		
<b>Conflict of interest decl.</b>	Any other trustee/directorships held	Check for any conflict of interest	In perpetuity		
<b>Third party relationships:</b>					
Auditors – At present RSM	Trustees names, financial data	To prepare annual report and accounts			
Charities Commission	Annual filing of report and accounts	For public record			
HMRC – Re Gift Aid.	Donor names and addresses	In order to collect tax refund			
Fulbright	Scholar details as above				
Harvard Business School	Accepted UK students from HBS (as above)				

Personal Data

BFHBS Office

Third Parties



# British Friends of Harvard Business School

→ Data Flow

↔ Data Processing