



COMMONWEALTH ORGANISATION FOR SOCIAL WORK

DATA PROTECTION POLICY

1 Introduction

The Commonwealth Organisation for Social Work (COSW) recognises the importance of protecting the privacy and data rights of its members, employees, volunteers, stakeholders, and any other individuals whose personal data we may collect and process. This Data Protection Policy outlines our commitment to ensuring compliance with data protection laws and safeguarding the personal information entrusted to us.

2 Data Protection Principles

COSW adheres to the following data protection principles:

- 2.1. Lawfulness, Fairness, and Transparency: We process personal data lawfully, fairly, and transparently, providing individuals with clear information about how their data will be used.
- 2.2. Purpose Limitation: We collect and process personal data only for specific, explicit, and legitimate purposes and do not use it for any purposes incompatible with those originally specified.
- 2.3. Data Minimization: We collect and process only the minimum amount of personal data necessary to achieve the purposes for which it is processed.
- 2.4. Accuracy: We ensure that personal data is accurate, up to date, and rectify any inaccuracies without undue delay.
- 2.5. Storage Limitation: We retain personal data for no longer than is necessary for the purposes for which it is processed.
- 2.6. Integrity and Confidentiality: We take appropriate measures to ensure the security, integrity, and confidentiality of personal data.

3 Data Collection and Processing

- 3.1. Consent: COSW seeks explicit and informed consent from individuals before collecting and processing their personal data, except where legally permissible to do so without consent.
- 3.2. Data Minimization: We collect and process only the personal data that is relevant and necessary for the purposes for which it was collected.
- 3.3. Data Security: COSW implements technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, or destruction.



4 Rights of Data Subjects

COSW respects the rights of data subjects and will provide individuals with the following rights regarding their personal data:

- 4.1. Right to Access: Individuals have the right to access their personal data held by COSW.
- 4.2. Right to Rectification: Individuals can request the correction of inaccurate or incomplete personal data.
- 4.3. Right to Erasure: Individuals have the right to request the erasure of their personal data in certain circumstances.
- 4.4. Right to Data Portability: Upon request, individuals may receive their personal data in a structured, commonly used, and machine-readable format.
- 4.5. Right to Object: Individuals can object to the processing of their personal data for certain purposes.

5 Data Sharing and Transfers

COSW will only share personal data with third parties when necessary for the purposes for which it was collected or with the consent of the data subject. When transferring personal data internationally, we will ensure appropriate safeguards are in place to protect the data.

6 Data Breach Notification

In the event of a data breach, COSW will promptly assess the situation, take necessary corrective actions, and notify the relevant supervisory authority and affected individuals as required by applicable data protection laws.

7 Training and Awareness

COSW will provide training and awareness programs to employees and volunteers involved in data processing to ensure compliance with this Data Protection Policy and data protection laws.

8 Policy Review

This Data Protection Policy will be reviewed periodically to ensure its effectiveness and compliance with evolving data protection laws and best practices.

Approved by:

COSW Board

27 January 2024