

Data Protection Policy

1. Data Protection Policy

We process personal data and sensitive personal data (also known as 'special categories' of personal data') relating to our team members and service users in accordance with the RJ4All Data Protection Policy as well as in accordance with the relevant data protection legislation including the [EU GDPR](#).

2. Information Commissioner's Office

The RJ4All International Institute is registered with the UK Information Commissioner's Office - Reference number: ZB308981, Tier 1. Therefore, all data stored and managed by the organization abide by the UK regulator and related legislation.

3. Research Data Collection, storage and management

As a general rule, research data must be collected only for the purpose of programme evaluation and research. They can be stored for a maximum of 5 years (starting from the starting date of the research project). We store only data that is absolutely necessary for the non-profit making research purposes of our project. The research data must be non-anonymous raw data. They will need to be stored on an automatically backed-up secure fileserver. The raw data will need to be encrypted; in addition, the identifying data will be separated from non-identifying data and stored on a secure drive. A key needed to match the identifying and the non-identifying data will be stored in a separate document on the secure drive. Raw data will be shared between researchers involved via surf file sender; only encrypted data will be shared.

For the duration of the project the research data master files will be stored on the research partners' fileserver with the partner institution of the responsible PI in order to ensure long term and secure storage. The updated working copies will be synchronized regularly (after every edit) with the master copy location.

The following legislation concerning research involving human participants will be observed:

- [The General Data Protection Regulation \(GDPR\)](#)
- [The Data Protection Law Enforcement Directive](#)
- Convention for the Protection of Human Rights and Fundamental Freedoms (Rome, 4.XI.1950).
- Declaration of Helsinki (1975)
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- EU Charter of Fundamental Rights of 7 December 2000
- Treaty on the European Union (TEU): Article 6
- Universal Declaration of Human Rights (1948)
- ESF's "European Code of Conduct for Research Integrity".

A secure designated area for data storage is necessary in order to protect experimental data. It is also essential when the identity of participants can be recovered from materials. You should indicate where data are to be stored and who will have access to it. If the consent or debriefing information indicates data will be stored on a secure, password-protected computer then the researcher should not go outside agreed terms and use an unauthorised cloud system, and this would also fall within the remit of the Data Protection Act (1998) and [The General Data Protection Regulation \(GDPR\)](#)



Upholding information rights

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Certificate

Organisation Name:

Restorative Justice for All (RJ4All) International Institute

Reference number:

ZB308981

Tier:

Tier 1

Start date:

9 March 2022

End date:

8 March 2023

Data Protection Officer

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