

# Data Protection Policy



Approved: 1st April 2014

Malaptop is aware of its obligations under the **Data Protection Act 1998** as both a **data controller** and a **data processor**. Malaptop comes into contact with donors personal data when they donate a laptop with a hard drive. Malaptop do not use or access this data and ensure that this data is securely wiped prior to shipping to Malawi.

The **Data Protection Act 1998** requires organisations that come into contact with personal data have security measures that are appropriate to the nature of the information in question and the harm that might result from its improper use. To achieve this Malaptop will ensure:

1. Donated laptops are stored securely at the drop off points
2. All laptops are wiped, without booting up the operating system and no data is accessed
3. If a donor states that they have wiped their hard drive, we will check it has been done effectively before installing the operating system
4. Malaptop will take reasonable measures to ensure all personal data is removed by using DBAN, or similar erasure software, to securely wipe the data
5. The data wipe is undertaken by trained Malaptop volunteers or qualified IT professionals

Donors are aware that their laptops will be wiped before we install the operating system and other programmes. Donors also agree to the following prior to donating:

Extract from Malaptop Donation Form:

*Malaptop and its partners will not send your laptop to Malawi until the hard drive has been securely and thoroughly erased. However Malaptop and its partners are not liable for any losses associated with data from the laptops. Please tick this box to acknowledge this. [ ]*

Malaptop also collects the names and email addresses of donors. We keep this data to enable accountability and enable individuals to see where their donation has gone. This data is stored on our online server, which is run and protected by Google. Access to this data requires a Malaptop Username and Login. Malaptop will not pass data is on to any other third party.