

Data Protection Policy

Data Protection

Introduction to the Data Protection Act

The purpose of this policy is to enable Association of Carers to:

- Comply with the law in respect of the data it holds about individuals
- Protect the Association of Carers supporters, staff, volunteers, service users and all other individuals, by respecting their rights.
- Demonstrate an open and honest approach to personal data; and
- Protect the organisation from the consequences of a breach of its responsibilities

This policy applies to all information that we control and process

This policy applies to all the information and photographs that we control and process, information relating to identifiable living individuals.

The Association needs to collect and use certain types of information about its staff, volunteers, Carers, cared for people, supporters and other individuals who come into contact with the Association. This personal information must be dealt with properly however it is collected, recorded and used.

We recognise that we have a duty under the Data Protection Act to:

- Obtain information and process it fairly and lawfully and only if certain conditions are met
- Information should be adequate, relevant and not excessive for the purpose and accurate and up-to-date
- Not keep information for longer than is necessary
- Only process relevant information in accordance with the rights of the individual
- Keep information safe from unauthorised access, loss or destruction

Data storage and processing

The Association of Carers recognises that data is held about: Staff, trustees, volunteers and service users and other relevant people.

The information is always stored securely and access restricted to those who have a legitimate need to know. As an organisation we are committed to ensuring that all those whom we store data about understand how and why we keep that data and how they may have access to it. We do not transfer data to third parties without the express consent of the individual concerned.

Archived records are stored securely and the Association of Carers has clear guidelines for the retention of information in the following categories.

Volunteers:



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Staff:

Trustees:

Service users:

Roles and responsibilities

The Trustees of the Association of Carers recognise its overall responsibility for ensuring that the organisation complies with its legal obligations. The Data Protection Officer (DPO) is currently Sue Palmer (Director of Charity) with the following responsibilities:

- Briefing trustees on data protection responsibilities
- Reviewing data protection and related policies and procedures.
- Advising staff on data protection issues
- Ensuring that Data Protection induction and training takes place
- Notification (where appropriate)
- Handling subject access requests

All staff and volunteers are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their roles.

Significant breaches of this policy will be handled under the Association's Disciplinary Policy.

Were anyone within the organisation feels that it would be appropriate to disclose information in a way contrary to the confidentiality policy or where an official disclosure request is received, this will only be agreed or carried out with the authorisation of the DPO. All such disclosures will be documented.

Key risks to the safety of the data we control and process

The Association of Carers has identified the following potential risks:

- Breach of confidentiality (information being given out inappropriately)
- Individuals being insufficiently informed about the use of their data.
- Misuse of personal information by staff or volunteers
- Failure to update records promptly
- Poor IT security: and
- Direct, or indirect, inadvertent or deliberate unauthorised access.



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We will regularly review our procedures for ensuring that our records remain accurate and consistent and in particular:

- IT systems will be designed, where possible to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as possible and staff and volunteers should not establish additional data sets
- Effective procedures are in place so that all relevant systems are updated when information about an individual changes
- Training will be provided to all relevant staff and the DPO will monitor data security. If a breach occurs or is suspected, the DPO should be contacted immediately.

Access

Access to personal and sensitive personal data is restricted to those who have a legitimate requirement for access. Levels of access should be decided by the board of Trustees on recommendation of the DPO. Subject access requests must be made in writing. All staff and volunteers should pass on any requests to the DPO without delay. Where the request is from an individual not personally known to the DPO their identity should be verified before handing over information.

If you have a complaint about the manner in which we have processed your personal data, or receive a complaint from another person please contact the DPO.

This policy should be reviewed at least annually.

Reviewed	Dec 2015					
Signature						