



Data Protection Policy

Version number	Date issued	Review date
V2 9 th May 2018	29 th May 2018	

Prepared by	Dominique Dunand-Clarke
Consultation process	Board of Trustees
Approved	
Approved by	Board of Trustees
Owner	Board of Trustees
Equality impact	

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Introduction

Pudsey Wellbeing Charity needs to collect personal information about people with whom it deals in order to carry out its business and provide its services.

This includes volunteers, employees (present, past and prospective), suppliers and other business contacts.

The information may include name, address, email address, data of birth, private and confidential information and sensitive information. In addition, we may occasionally be required to collect and use certain types of such personal information to comply with the requirements of the law.

No matter how it is collected, recorded and used (e.g. on a computer or on paper) this personal information must be dealt with properly to ensure compliance with the Data Protection Act 1998 (the Act).

Protection Principles

Pudsey Wellbeing Charity complies with the eight principles of the Act which are summarised below:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) At least one of the conditions in Schedule 2 is met, and
 - (b) In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Roles and Responsibilities

Pudsey Wellbeing Charity will:-

- Ensure that there is always one person with overall responsibility for data protection. Currently this person is the Trustee designated to oversee Information Governance and they are the Data Controller.
- Provide training for all staff members and volunteers who handle personal information
- Provide clear lines of report and supervision for compliance with data protection
- Carry out regular checks to monitor and assess new processing of personal data and to ensure the Information Commissioners Office is updated to take account of any changes in processing of personal data

Employee Responsibilities

All employees will, through appropriate training and responsible management:

- Observe all forms of guidance, codes of practice and procedures about the collection and use of personal information.
- Understand fully the purposes for which the Pudsey Wellbeing Charity uses personal information.
- Collect and process appropriate information, and only in accordance with the purposes for which it is to be used by Pudsey Wellbeing Charity to meet its service needs or legal requirements.
- Ensure the information is correctly input into the Pudsey Wellbeing Charity systems.
- Ensure the information is destroyed (in accordance with the provisions of the Act) when it is no longer required.
- Not send any personal information outside of the United Kingdom without permission.
- Understand that breaches of this Policy may result in disciplinary action, including dismissal.

Distribution and Implementation

This document will be made available to all Staff and Volunteer Group Leaders via email.

A global notice will be sent to all relevant people involved with Pudsey Wellbeing Charity notifying them of the release of this document.

A copy of this document will be available upon request.

Monitoring

Compliance with the policies and procedures laid down in this document will be monitored by the board of Trustees.

Equality Impact Assessment

This document forms part of Pudsey Wellbeing Charity's commitment to create a positive culture of respect for all staff and volunteers and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.