

Acts 4 Sharing DATA PROTECTION POLICY

INTRODUCTION

The General Data Protection Regulations establishes rights for individuals in relation to what information is held about them & how it may be used. The purpose of this policy is to ensure that all information (whether paper, phone or computer records) held by **Acts 4 Sharing** is handled fairly & lawfully with due regard to confidentiality & in accordance with the principles of the relevant General Data Protection Regulations.

PRINCIPLES

The principles require that personal data shall be: -

1. Obtained & processed fairly and lawfully
2. Held for the lawful purposes described in the data user's registry entry
3. Used for those purposes and disclosed only to those people described in the register entry
4. Adequate, relevant & not excessive in relation to the purposes for which they are held
5. Accurate &, where necessary, kept up to date
6. Held no longer than is necessary for the registered purposes
7. Accessible to the individual concerned who, where appropriate, has the right to have information about themselves corrected or erased
8. Properly secured

Acts 4 Sharing holds personal information about employees, volunteers, Trustees, clients, donors, referral agents, supporters & business contacts. **Acts 4 Sharing** is committed to ensure that all personal information held on these individuals is relevant, up-to-date and accurate. All personal information is treated with due regard to confidentiality & in accordance with the principles of the relevant General Data Protection Regulations. Information held by **Acts 4 Sharing** on individuals will not be unlawfully passed on to any other agencies without their consent.

EMPLOYEE AND VOLUNTEER RESPONSIBILITIES

Employees & volunteers are required to ensure that the information provided to **Acts 4 Sharing** is accurate & up to date & to ensure that **Acts 4 Sharing** is notified of any change in personal details (such as change of name, address, email address or mobile phone number).

Any employee or volunteer who considers that this policy has not been followed in relation to personal details held about them should raise the matter with the Administrator or CEO.

The General Data Protection Regulations also gives individuals (clients and supporters) rights to access information held about them, they can request this information from the Administrator.

DATA SECURITY

Data must be kept securely & precautions taken to ensure against physical loss or damage & both access & disclosure must be restricted. All staff are responsible for ensuring that: -

- Any personal details they hold is kept secure
- Personal information is not disclosed either orally, in writing or in any other way to any unauthorised third party.

Any breach in this policy will be taken seriously & may result in disciplinary action.

The Administrator is responsible for all issues relating to Data Protection.

Agreed by Trustees: 02/07/19 Reviewed by Trustees November 2020 – next review date is November 2025 unless relevant legislation/regulations change

“Acts 4 Sharing” is a registered Charitable Incorporated Organisation with the Charity Commission in England. No. 1158033.