



## **Data Protection Policy**

### **Policy statement**

Employ My Ability is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers staff and others in accordance with The Data Protection Act 1998. The policy applies to all voluntary and community group members and staff at the community Centre. Any breach of The Data Protection Act 1998 or The Community Centre Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with Employ My Ability, and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

### **Legal Requirements**

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – voluntary and community group members and staff must have the right to copies of their own data.

### **Managing Data Protection**

#### **Purpose of data held by the Community Association**

Data may be held by us for the following purposes:

1. Staff Administration
2. Fundraising
3. Realising the Objectives of a Charitable Organisation or Voluntary Body
4. Accounts & Records
5. Advertising, Marketing & Public Relations
6. Information and Databank Administration
7. Journalism and Media
8. Processing For Not For Profit Organisations
9. Research
10. Volunteers



### Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

#### **1. Fairly and lawfully processed personal data**

Will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

#### **2. Processed for limited purpose**

We will not use data for a purpose other than those agreed by data subjects (voluntary and community group members, staff and others). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects (voluntary and community group members, staff and others) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and (your name here) Data Protection Policy.

#### **3. Adequate, relevant and not excessive**

Employ My Ability will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

#### **4. Accurate and up-to-date**

It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form( provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the Association to act upon notification of changes to data, amending them where relevant.

#### **5. Not kept longer than necessary**

We discourage the retention of data for longer than it is required.



**6. Processed in accordance with the individual's rights**

All individuals that Employ My Ability hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

**7. Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All Employ My Ability computers have a log in system and our Database is password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the Executive officers. When staff members are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.