



DATA PROTECTION POLICY

Summary:

1. General Statement of the Charity's Duties:

- a. The Charity is required to process relevant personal and sensitive personal data regarding applicants, beneficiaries, donors, management, staff, trustees and other volunteers as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.
- b. To achieve this, the Charity endeavours to comply with the Data Protection Principles ('the Principles') contained in the Data Protection Act 1998.
- c. The Charity is registered with the Data Protection Commissioner, registration number Z2506159

2. The Principles:

All trustees, management, staff, and other volunteers should be aware of the 7 Data Protection principles and as far as is reasonably practicable ensure all personal data are:-

1. Processed fairly and lawfully
2. Obtained for specified purposes and only processed in accordance with those purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up-to-date
5. Not kept for longer than necessary
6. Processed in accordance with the data subject's rights under the Act
7. Protected from unauthorised or unlawful processing, and against accidental loss or destruction i.e. kept secure

3. Personal Data:

Personal data cover both facts and opinions about an individual. It includes information necessary for applicants, beneficiaries, donors, management, staff, trustees and other volunteers such as name and address; it may also include information about the person's health and appraisals.

3.1 Processing of Personal Data:

An individual's consent may be required for the processing of personal data unless other processing is necessary for the performance of any contract. Any information which falls under the definition of personal data will remain confidential and will only be disclosed to third parties with the consent of the individual.

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3.2 Sensitive Personal Data:

The Charity may, from time to time, be required to process sensitive personal data regarding applicants, beneficiaries, leaders and trustees. Where sensitive personal data are processed by the Charity, the explicit consent of the individual will generally be sought in writing. Sensitive personal data include:

- a. Medical information
- b. Religious or other beliefs
- c. Education and training details
- d. Family lifestyle and social circumstances
- e. Financial details
- f. Physical or mental health or condition
- g. The commission or alleged commission of an offence

3.3 Rights of Access to Information:

Individuals have a right of access to information held by the Charity. Any individual wishing to access his/her personal data should make a request in writing to the Chair of Trustees. The Charity will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days for access to records and within 21 days to provide a reply to an "access to information" request. The information will be imparted to the individual as soon as is reasonably possible after it has come to the Charity's attention.

3.3.1 Exemptions:

Certain data are exempted from the provisions of the Data Protection Act. These include the following:

- a. The prevention or detection of crime
- b. Where the processing is necessary to exercise a right or obligation
- c. Where conferred or imposed by law upon the Charity
- d. Employment and other references given by the Charity

3.4 Accuracy:

The Charity will endeavour to ensure that all personal data held in relation to applicants, beneficiaries, management, staff, donors, trustees and other volunteers are accurate. Individuals must notify the Data Protection Controller of any changes to information held about them. An individual has the right to request that inaccurate information about them be erased.



4. Data Protection Controller:

The Charity has appointed the Project Manager, as Data Protection Controller who will endeavour to ensure that all personal data are processed in compliance with the principles of the Data Protection Act.

In addition, The Let's Play Project will ensure that:-

- a. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.
- b. Everyone managing and handling personal information is appropriately trained to do so.
- c. Everyone managing and handling personal information is appropriately supervised.
- d. Queries about handling personal information are promptly and courteously dealt with.
- e. Methods of handling personal information are clearly described.
- f. A regular review and audit is made of the way personal information is held, managed and used.
- g. Methods of handling personal information are regularly assessed and evaluated.
- h. Performance with handling personal information is regularly assessed and evaluated.
- i. A breach of the rules and procedures identified in this policy by a member of staff is a potential breach of the Code of Conduct may lead to disciplinary action being taken.

4.1 Enforcement:

If anyone believes that the Charity has not complied with this Policy or acted in accordance with the Data Protection Act, the individual should inform the Data Protection Controller appointed by the Charity.

4.2 Information Security Policy:

- a. Personal or sensitive personal data can only be disclosed to authorised persons on a need to know basis and with the consent of the individuals concerned.
- b. No personal or sensitive personal data can be disclosed without authorisation from the Data Protection Controller.

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- c. All nomination papers, additional information, interview notes etc. will be stored by named trustees and assessors in their homes and will only be accessible to authorised personnel. All information kept on authorised computers will be password-protected. Backup copies of information stored on computers will be made regularly and will be kept in the secure fire proof safe. Papers sent to interviewers must be kept in a secure place and only accessible to authorised personnel. All such papers will be collected in after the interviews and shredded.
- d. Personal and sensitive personal data will only be kept as long as is necessary.
- e. All personnel involved in any way with the handling of personal and sensitive personal data will be trained on Let's Play Project's data protection policies, security systems and procedures. All breaches of security will be investigated should they occur.
- f. Any emails which contain sensitive or personal information as defined above will only be sent to the recipient via a secure email using Egress.

5. **Data Protection Act 1998 - Protection of Personal Data:**

- a. The Let's Play Project is registered under the 1998 Act No. Z2506159
- b. Data Protection concerns safeguarding data about individuals to maintain their privacy, and good information management practice.
- c. Data Protection covers "manual" records - including paper, microfilm, and other media as well as those processed by information technology of any kind.

5.1. **Subjects in relation to the processing of personal data:**

- a. Personal data is any information about a living identifiable individual. Applicants, beneficiaries, donors, management, staff, trustees and other volunteers may make a formal request to the Data Protection Controller for a full copy of their own data.
- b. Any person who believes that the Charity holds personal data concerning them can apply for a search and disclosure. A charge may be levied and proof of identity will be required.
- c. Detailed requirements of the Act can be discussed with the Charity Data Protection Controller.

6. **Summary:**

- a. Treat personal data with care and keep it up to date
- b. Do not pass on personal data to unauthorised persons.