



# Data Protection Policy

Policy No: 003

Type: Operational

Version No: 3.0

Author: Alan Webb

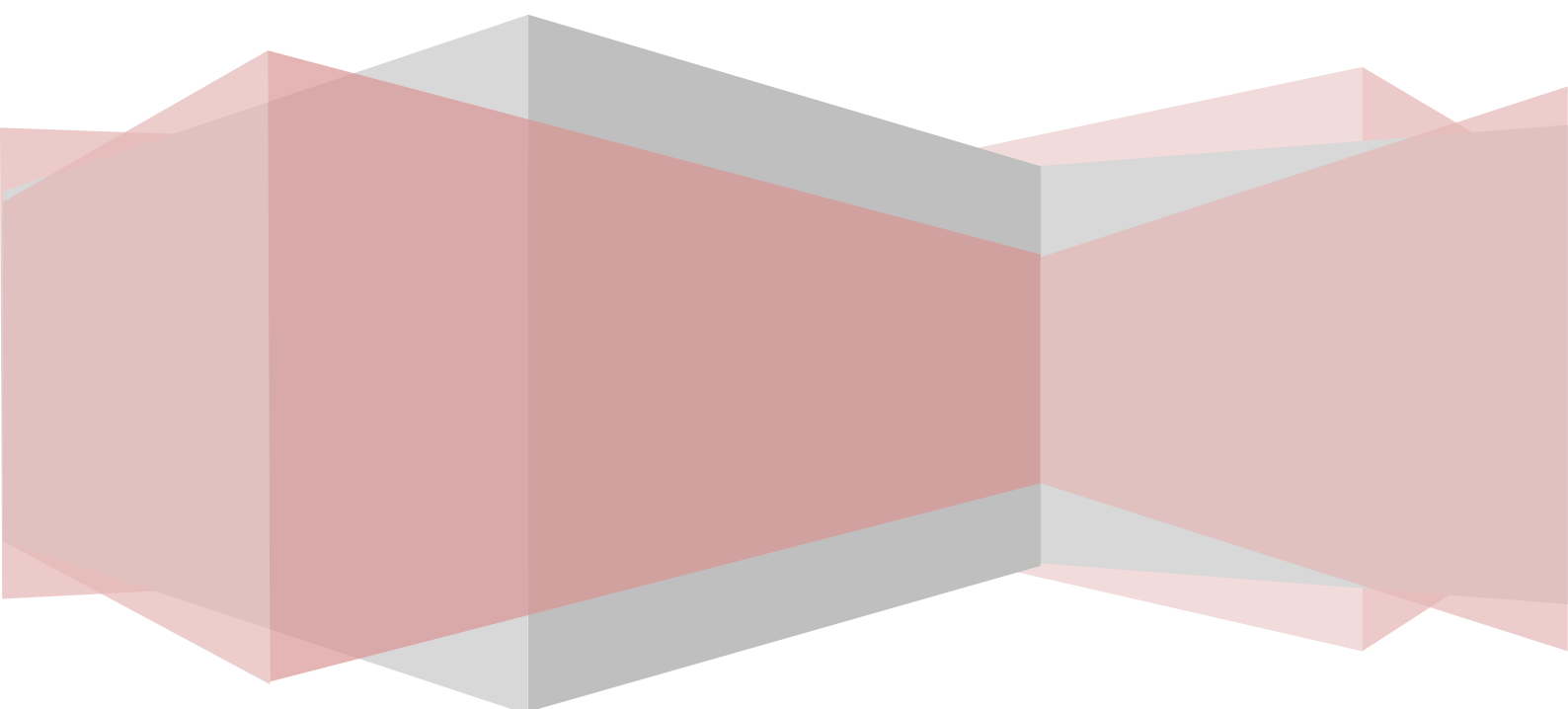
Date: Oct 04

Approved by Trustee: ..... Date: .....  
(E Cameron)

Recorded by Office: ..... Date: .....  
(A.D. Webb)

Issue Date: Apr 08

Reviewer: ..... Date: .....



## Review Record

| Reviewer  | Changes Made   | Version No. | Date     |
|-----------|--|-------------|----------|
| Alan Webb | Added cover pages  | 1.0         | Apr 08   |
| Alan Webb | Style and numbering changed in line with other policies plus clarification | 2.0         | Jul 11   |
| Alan Webb | Change CRB to DBS  | 2.1         | May 14   |
| Alan Webb | Updates to incorporate GDPR 2018   | 3.0         | Jan 2023 |

### 1. Terminology and cross reference

- 1.1. The term “charity” refers to the Connection Bus Project.
- 1.2. The term “staff” refers to employees, volunteers and trustees of the charity.
- 1.3. The term “processing” means obtaining, recording or holding the information or data or carrying out any set of operations on the information or data.
- 1.4. The term “data subject” means an individual who is the subject of personal data or the person to whom the information relates.
- 1.5. The term “personal data” has a complex definition but for the purposes of the charity’s work it is assumed the phrase refers to all information about a living, identifiable individual, whether stored electronically or in a non-automated system such as a paper filing system.
- 1.6. The term “parent” has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child
- 1.7. This policy should be read in conjunction with Safeguarding Policy 001 and Confidentiality Policy 002

### 2. General principle

- 2.1. The Trustees of the charity have overall responsibility for ensuring that records are maintained, including security and access arrangements, in accordance with the requirements and principles of the Data Protection Act 2018 (GDPR). The implementation of this is delegated to the Project Manager who is the Data Protection Officer.

### 3. Policy

- 3.1. The processing of data is necessary for the charity’s legitimate interests unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.
- 3.2. The Connections Bus Project undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for the data collection, the purposes for which the data is held, the likely recipients of the data and the data subjects’ right of access to it. Information about the use of personal data is printed on the appropriate collection form. If details are given verbally, the person collecting will explain the issues before obtaining the information.
- 3.3. All individuals have the right to be informed, have access to, rectification, erasure, restrict processing of any personal data.

### 1. Register of Data Controllers

- 1.1. As a processor of data, the charity is registered with the Information Commissioners Office
- 1.2. The Project Manager will ensure that the charity’s entry on the Register of Data Controllers is accurate and renewed annually.
- 1.3. The entry can be viewed at [www.ico.gov.uk](http://www.ico.gov.uk)

## 2. Data Integrity

- 2.1. Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the charity of a change of circumstances, their computer record will be updated as soon as is practicable. Young people's computer records will be checked every 12 months.
- 2.2. Where a data subject challenges the accuracy of their data, the charity will immediately mark the record as potentially inaccurate, or 'challenged' until the issue has been resolved.
- 2.3. Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the charity will check records annually for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.
- 2.4. Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of Project Manager to ensure that obsolete data is properly erased.

## 3. Subject Access

- 3.1. Young people, parents or staff may ask for a Data Subject Access form, available from the Project Manager.
- 3.2. Completed forms should be submitted to the Project Manager.
- 3.3. The Project Manager will respond within 21 days and file the form and the response in the Data Access Folder.
- 3.4. Where a request for subject access is received from a young person:
  - 3.4.1. it will be processed as any subject access request as outlined above and the copy will be given directly to the young person, unless it is clear that the young person does not understand the nature of the request.
  - 3.4.2. Requests from young people who do not appear to understand the nature of the request will be referred to their parents or carers.
- 3.5. Requests from parents in respect of their own child will be processed as being a request made on behalf of the data subject (the child). The information will be sent in a sealed envelope to the requesting parent.

## 4. Authorised Disclosures

- 4.1. The charity will, in general, only disclose data about individuals with their consent. However, there are circumstances under which the charity's Project Manager may need to disclose data without the explicit consent of the data subject.
- 4.2. These circumstances are strictly limited to:
  - 4.2.1. Young person data disclosed for the project to perform its statutory duties and obligations, or in respect of their health, safety and welfare.
  - 4.2.2. Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
  - 4.2.3. Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the project.
- 4.3. Data used within the charity by staff will only be made available where the person requesting the information is legitimately working within the charity, and who needs to know the information in order to do their work.
- 4.4. The charity will not disclose anything on young peoples' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where it suggests that they are, or have been, either the subject of or at risk of child abuse.

## 5. Data and Computer Security

- 5.1. **Physical Security** - Appropriate building security measures are in place, such as locked doors. All paper records are kept in a locked cupboard whether on the bus or in the office.

- 5.2. **Electronic Security** - All charity computers will be password protected. Only staff are allowed access to the web based and computer files and password changes are regularly undertaken. Computer files are backed up monthly.
- 5.3. **Procedural Security** - All staff will require a satisfactory DBS check, to have signed the charity's policy documents and be inducted in their Data Protection obligations prior to having access to personal data.
- 5.4. **Breaches** – All breaches will be immediately reported to the Project Manager who will inform the trustees. In the event that any breach is likely to result in a risk to the rights and freedoms of individuals, the ICO will be notified.

## 6. Liability

- 6.1. Individual members of staff can be personally liable in law under the terms of the Data Protection Act. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

## 7. Data Held Register

### *Details about Staff, Volunteers & Trustees*

| Info                                      | Type             | Where   | Who at CBP has access | Shared     | When destroyed                   |
|---|------------------|---|-----------------------|------------|----------------------------------|
| Application form, references and contract | Paper<br>Digital | Filing cabinet<br>Office PC                       | AW, AC                |            | 7 years following employment end |
| DBS checks                                | Paper<br>Digital | Filing cabinet<br>Office PC<br>DBS Assist: Ucheck | AW, AC                | Ucheck     | 1 year following employment end  |
| Bank Details                              | Paper<br>Digital | Filing cabinet<br>RB laptop                       | AW, AC, RB            | Lakin Rose | 1 year following employment end  |
| Contact details                           | Paper<br>Digital | Filing Cabinet<br>Office PC<br>AC laptop          | AW, AC                | All staff  | 7 years following employment end |

### *Details about Young People*

| Info                                    | Type    | Where   | Who at CBP has access   | Shared | When destroyed  |
|---|---------|---|---|--------|---|
| Contact details<br>Emergency<br>Medical | Paper   | Bus laptop case &<br>Youth Club folders   | All staff   |        | Once details entered to database  |
| Contact details<br>Emergency<br>Medical | Digital | Bus & Youth Club<br>laptops<br><br>Dropbox<br><br>Office PC, AC &<br>RB laptops | All staff<br><br>AW, AC, RB,<br>Trustees and Lead<br>workers<br><br>AW, AC and RB |        | 5 years after young person attended last session or yp aged 24 (whichever is later) |
| Session reports                         | Digital | Bus & Youth Club<br>laptops<br><br>Dropbox<br><br>Office PC                     | All staff<br><br>AW, AC, RB,<br>Trustees and Lead<br>workers<br><br>AW, AC and RB |        | 10 years from date of session   |

|                    |         |  |   |                            |   |
|--------------------|---------|--|---|----------------------------|---|
| Significant events | Digital | Bus & Youth Club laptops<br>Dropbox<br>Office PC | All staff<br>AW, AC, RB, trustees and Lead workers<br>AW, AC and RB |                            | 5 years after young person attended last session or yp aged 24 (whichever is later) |
| Mobile Numbers     | Digital | Office PC & AC laptop<br>Dropbox                 | AW, AC and RB<br>AW, AC, RB, trustees and Lead workers              | clicksend.com: text system | 5 years after young person attended last session or yp aged 24 (whichever is later) |

AW – Alan Webb, AC – Andrea Cowley, RB – Rosemary Barrett

### Appendix 1 - ACCESS TO PERSONAL DATA REQUEST DATA PROTECTION ACT 2018

|   |                                  |
|---|----------------------------------|
| Enquirer's Surname:<br><br>Enquirer's Fornames:<br><br>Enquirer's Telephone Number: | Enquirer's Address and Postcode: |
|---|----------------------------------|

|   |          |
|---|----------|
| Are you the person who is the subject of the records you are enquiring about?                                     | YES / NO |
| Do you have parental responsibility for a child who is the "Data Subject" of the records you are enquiring about? | YES / NO |

|   |
|---|
| Please give name and details of the young person about whose personal data records you are enquiring. |
|   |

|  |
|--|
| Description of Information or Topic(s) Requested |
|  |

|                        |
|------------------------|
| Additional information |
|                        |

|   |  |
|---|--|
| Please despatch Reply to: <i>(if different from</i> |  |
|---|--|

|   |  |
|---|--|
| <i>enquirer's details as stated on this form)</i> |  |
|---|--|

**DATA SUBJECT DECLARATION**

- I request that the Charity search its records based on the information supplied above under the Data Protection Act 2018 and provide a description of the personal data found relating to me (or my child/children) being processed by the Charity.
- I consent to the reply being disclosed and sent to me at my stated address (or to the Despatch Name and Address above who I have authorised to receive such information).

Signature of "Data Subject" (or Subject's Parent).....Date.....

Name of "Data Subject" (or Subject's Parent) .....(PRINTED)