

Data Protection Policy including Key Procedures

HEADING	SECTION CONTENT
<p>Aims of this policy</p>	<p>The Sunflower Trust needs to keep certain information on its employees, practitioners, patients and trustees to carry out its day to day operations, to meet its objectives and to comply with legal obligations.</p> <p>The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.</p> <p>This policy covers employed staff, trustees, practitioners and others who come into contact with the Sunflower Trust.</p> <p>The Sunflower Trust is registered with the Information Commissioner’s Office (ICO), Registration Reference ZA045004.</p>
<p>Definitions</p>	<p>In line with the Data Protection Act 1998 principles, the Sunflower Trust will ensure that personal data will:</p> <ul style="list-style-type: none">  Be obtained fairly and lawfully and shall not be processed unless certain conditions are met  Be obtained for a specific and lawful purpose  Be adequate, relevant but not excessive  Be accurate and kept up to date  Not be held longer than necessary  Be processed in accordance with the rights of data subjects  Be subject to appropriate security measures  Not to be transferred outside the European Economic Area (EEA) <p>The definition of ‘processing’ is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.</p> <p>The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e</p>

	<ul style="list-style-type: none">  Accountability: those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.  Visibility: Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.  Consent: The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.  Access: Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.  Stewardship: Those collecting personal data have a duty of care to protect this data throughout the data life span.
<p>Type of information processed</p>	<p>The Sunflower Trust processes the following personal information:</p> <ul style="list-style-type: none">  Children's personal details and test results  Personal details of trustees  Personal details including bank details, references and payroll information of employees  Personal information including bank details, DBS and references for those practitioners.  Personal information is kept in the following forms:  Paper and computer <p>Groups of people within the organisation who will process personal information are: practitioners, staff and trustees.</p>
<p>Notification</p>	<p>Our requirement for processing personal data is recorded on the public register maintained by the ICO. We notify and renew our notification on an annual basis as the law requires.</p> <p>If there are any interim changes, these will be notified to the Information Commissioner within 28 days.</p> <p>The name of the Data Controller within our organisation as specified in our notification to the ICO is the CEO of the Sunflower Trust, Nichola Atkinson.</p>
<p>Responsibilities</p>	<p>Under the Data Protection Guardianship Code, overall responsibility for personal data in a not-for-profit organisation rests with the governing body. In the case of the Sunflower Trust, this is the Board of Trustees.</p> <p>The governing body delegates tasks to the Data Controller. The Data Controller is responsible for:</p>

	<ul style="list-style-type: none">  understanding and communicating obligations under the Act  identifying potential problem areas or risks  producing clear and effective procedures  notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes <p>All employed staff, practitioners and trustees who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.</p> <p>Breach of this policy will result in disciplinary proceedings.</p>
<p>Policy implementation</p>	<p>To meet our responsibilities staff and trustees will:</p> <ul style="list-style-type: none">  Ensure any personal data is collected in a fair and lawful way;  Explain why it is needed at the start;  Ensure that only the minimum amount of information needed is collected and used;  Ensure the information used is up to date and accurate;  Review the length of time information is held;  Ensure it is kept safely;  Ensure the rights people have in relation to their personal data can be exercised <p>We will ensure that:</p> <ul style="list-style-type: none">  Everyone managing and handling personal information is trained to do so.  Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do;  Any disclosure of personal data will be in line with our procedures.  Queries about handling personal information will be dealt with swiftly and politely.
<p>Training</p>	<p>Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:</p> <ul style="list-style-type: none">  On induction, the policy will be explained in full.  General training/ awareness raising will be raised on a yearly basis.

<p>Gathering and checking information</p>	<p>Before personal information is collected, we will consider what information is necessary. We will inform people whose information is gathered in writing. We will take the following measures to ensure that personal information kept is accurate, by asking people to check their details. Personal sensitive information will not be used apart from the exact purpose for which permission was given. We will seek consent for any information that is used in research.</p>
<p>Data security</p>	<p>The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:</p> <ul style="list-style-type: none">  Lockable cupboards  Password security  Personal details must not be taken off site as hard copy, memory stick or laptop. <p>Any unauthorised disclosure of personal data to a third party by an employee may result in disciplinary proceedings.</p> <p>Any unauthorised disclosure of personal data to a third party by a trustee or person employed to deliver the Sunflower Programme may result in liability for any penalty arising from any breach that has been made.</p>
<p>Subject access requests</p>	<p>Anyone whose personal information the Sunflower Trust processes has the right to know:</p> <ul style="list-style-type: none">  What information it holds and processes on them  How to gain access to this information  How to keep it up to date  What the Trust does to comply with the Act. <p>They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.</p> <p>Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to The Sunflower Trust.</p> <p>We may make a charge of £10 on each occasion access is requested.</p> <p>The following information will be required before access is granted:</p>

	<p> Full name and address of the person seeking information.</p> <p> The Trust may also require proof of identity before access is granted. Photographic ID will be required.</p> <p>Queries about handling personal information will be dealt with swiftly and politely.</p> <p>We will aim to comply with requests for access to personal information as soon as possible but will ensure it is provided within the 40 days required by the Act from receiving the written request and relevant fee.</p>
Review	<p>This policy will be reviewed at intervals of 2 years to ensure it remains up-to-date and compliant with the law.</p>
Declaration	<p>I confirm I have read and understood the Sunflower Trust's Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my capacity as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Member of staff <input type="checkbox"/> Practitioner <input type="checkbox"/> Trustee <input type="checkbox"/> Other (please specify) <p>Signature:</p> <p>Print name:</p> <p>Date:</p> <p>Please return this form to the Sunflower Trust</p>