



Whole Again Communities Data Protection Policy

Amended May 2019 to be reviewed May 2020

Policy Statement

Whole Again Communities (WAC) is fully committed to compliance with the Data Protection Act 1988 and the General Data Protection Regulation. We aim to ensure that all staff and volunteers apply appropriate measures to comply with the principles of the Act and Regulation to meet our statutory requirements. **WAC** is registered with the ICO, and will keep this registration up to date.

To operate efficiently **WAC** has to collect and use personal information about staff, volunteers and service users. This information must be handled and dealt with properly in whatever way it is collected, recorded and used. This includes whether information is in paper form, computer records or information recorded by any other means e.g. Photographs/Videos.

WAC regards the lawful and correct treatment of personal information as very important to our successful operation, and to maintaining confidence between **WAC** and staff/volunteers and service users.

Principles of Data Protection

The Act is based on the right of the individual to know what information is being held about them, and to know how that information will be used. The Act sets out principles to ensure that personal data is:

- Processed fairly and lawfully
- Obtained only for specific purposes
- Relevant to the purposes for which it is processed
- Accurate and where necessary kept up to date
- Not kept for longer than necessary
- Processed according to the rights of the Data Subject under the act
- Protected against unauthorised processing, accidental loss or damage

- Not transferred to areas outside the European Union

Scope of the WAC Data Protection Policy

- Personal records will be kept at **WAC** in accordance with its procedures
- **WAC** staff and volunteers, other than designated persons in the course of their duties, do not have access to information about other staff, volunteers or service users
- When staff, volunteers or service users leave or finish their courses all personnel documents will be kept in accordance with **WAC** procedures
- Staff, volunteers and service users have the right to see the information held on them by **WAC**. Requests should be made in writing to Liz Sullivan, CEO and a copy of the information will be made available within two weeks of receiving the request. No charge will be made for this.
- Information about individuals will not be disclosed to any third party outside of **WAC** without the permission of the individual
- Where photographs/videos of staff/volunteers or service users are used to publicise or promote **WAC**, permission will be sought from individuals.

Handling of Personal and Sensitive Information

Through the appropriate management and procedures **WAC** will

- Insure that an individual oversees data protection practices within **WAC** (currently this is the CEO) and notifies the ICO of data kept
- Ensure that methods of handling personal information are regularly assessed and that statutory requirements are met
- Ensure that all staff and volunteers managing and handling personal information are aware of the **WAC** Data Protection Policy and their responsibility to abide by the principles of it
- Ensure that appropriate action is taken to safeguard personal information by keeping it secure at all times

*This policy must be read in conjunction with the **WAC Confidentiality Policy***