



Krissy & Friends Foundation: DATA PROTECTION POLICY

Introduction

In the course of your voluntary work you may come into contact with or use confidential information about other trustees, volunteers, clients, customers and suppliers, for example their names and home addresses. The Data Protection Act 1998 contains principles affecting others personal records. Information protected by the Act includes not only personal data held on computer but also certain manual records containing personal data, for example volunteer and trustee personnel files and client referrals that form part of a structured filing system. The purpose of this policy is to ensure you do not breach the Act. If you are in any doubt about what you can or cannot disclose and to whom, do not disclose the personal information until you have sought further advice from Krissy & Friends Foundation Secretary (Vera Laughlin) or Chairperson (Katharin Gosling). You should be aware that you can be criminally liable if you knowingly or recklessly disclose personal data in breach of the Act.

The data protection principles

There are eight data protection principles that are central to the Act. Krissy & Friends Foundation and all volunteers and trustees must comply with these principles at all times in their information-handling practices. In brief, the principles say that personal data must be:

1. Processed fairly and lawfully and must not be processed unless certain conditions are met in relation to personal data and additional conditions are met in relation to sensitive personal data. The conditions are either that the trustee, volunteer, client, customer or supplier has given his or her consent to the processing, or the processing is necessary for the various purposes set out in the Act. Sensitive personal data may only be processed with the explicit consent of the trustee, volunteer, client, customer or supplier and consists of information relating to:
 - Physical or mental health or condition.
 - Criminal offences, both committed and alleged.
 - Race or ethnic origin.
 - Political opinions and trade union membership
 - Religious or other beliefs
 - Sexual life
2. Obtained only for one or more specified and lawful purposes, and must not be processed in any manner incompatible with those purposes.
3. Adequate, relevant and not excessive in relation to the purposes for which it is processed. Krissy & Friends Foundation will review trustee, volunteer, client and customer personnel files on a regular basis to ensure they do not contain a backlog of 'out of date' or irrelevant information and to check there is a sound business reason requiring information to continue to be held.

Contact:

Krissy & Friends Foundation: krissy.and.friends@gmail.com

Facebook: Krissy & Friends

Twitter: @Krissy_Friends

Website: www.krissy.and.friends.org.uk

Registration Number: 1164369



4. Accurate and, where necessary, kept up-to-date. If your personal information changes, for example you change address or you get married and change your surname, you must inform Krissy & Friends Foundations Chairperson (Kath Gosling), Vice Chairperson/Founder (Kris Moore) or Secretary (Vera Laughlin) as soon as practicable so that records can be updated. Krissy & Friends Foundation cannot be responsible for any such errors unless the trustee or volunteer has notified Krissy & Friends Foundation of the relevant change.
5. Not kept for longer than is necessary. Krissy & Friends Foundation will keep personal information for no longer than six years after a trustee or volunteer has left Krissy & Friends Foundation. Declined referral forms pertaining to prospective clients will be destroyed 1 year from the date of receipt. Accepted referral forms will be kept for 6 years from the date any intervention provided has ceased. Different categories of data will be retained for different periods of time, depending on legal, operational and financial requirements. Any data which Krissy & Friends Foundation decides it does not need to hold for a particular period of time will be destroyed after approximately one year.
6. Processed in accordance with the rights of employees under the Act.
7. Secure. Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, data. Personnel files and referral client information are confidential and are stored as such in a locked filing cabinet at the Treasurers home (Cliff Hackett). Only authorised trustees have access to these files. For a list of authorised trustees, please contact Kris Moore (Vice Chairperson/Founder) or Kath Gosling (Chairperson). Files will not be removed from their normal place of storage without good reason. Data stored on memory sticks, discs or other removable storage media is kept in a locked filing cabinet. Data held on computer is also stored confidentially by means of password protection, encryption or coding and again only the above trustees have access to that data. Krissy & Friends Foundation network back-up procedures to ensure that data on computer cannot be accidentally lost or destroyed.
8. Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection relation to the processing of personal data.

Trustees and Volunteers consent to personal information being held

Krissy & Friends Foundation holds personal data about its volunteers and trustees and, by signing the Krissy & Friends Foundation Constitution you have consented to that data about you being processed by Krissy & Friends Foundation. Agreement to Krissy & Friends Foundation processing your personal data is a condition relevant to your position within the Krissy & Friends Foundation and its Constitution. Krissy & Friends Foundation also holds limited sensitive personal data about its volunteers, trustees, clients, customers and suppliers and, by signing this policy, you give your explicit consent to our holding and processing that data.

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Volunteer and Trustees rights to access personal information

Under the Act, volunteers, trustees, clients, customers and suppliers have the right on request to receive a copy of the personal data that Krissy & Friends Foundation holds about them, including personal data held on personnel files that form part of a relevant filing system, and to demand that any inaccurate data held be corrected or removed. They also have the right to seek compensation where damage and distress have been caused to them as a result of any breach of the Act by Krissy & Friends Foundation.

Volunteers, Trustees, Clients, Customers and Suppliers have the right, on request:

- To be told by Krissy & Friends Foundation whether and for what purpose personal data about them is being processed.
- To be given a description of the personal data concerned and the recipients to whom it is or may be disclosed.
- To have communicated in an intelligible form the personal data concerned, and any information available to Krissy & Friends Foundation as to the source of the data.
- To be informed in certain circumstances of the logic involved in computerised decision-making.

Upon request, Krissy & friends Foundation will provide you with a statement regarding the personal data held about you. This will state all the types of personal data Krissy & Friends Foundation holds and processes about you and the reasons for which they are processed.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. If you wish to make a request, please complete a Personal Data Request Form, which can be obtained from Vice Chairperson/Founder (Kris Moore). Once completed, it should be returned to the Vice Chairperson/Founder. Krissy & Friends Foundation will respond promptly and in any case within 40 calendar days of receiving the request. Note that Krissy & Friends Foundation will always check the identity of the volunteer, trustee, client, customer or supplier making the request before processing it.

If you wish to make a complaint that this policy has not been followed in respect of personal data Krissy & Friends Foundation holds about you, you should raise the matter with Kath Gosling (Chairperson) or Vera Laughlin (Secretary).

Exemptions

There are a number of exemptions from the data protection regime set out in the Act, for example:

- Confidential references that are given, but not those received by Krissy & Friends Foundation from third parties. Only the Chairperson, Vice Chairperson, Secretary or Treasurer can give Foundation references. Confidential references will not be provided unless Krissy & Friends Foundation is sure this is the volunteers or trustees wish.
- Data which is required by law to be publicly available.
- Documents subject to legal professional privilege.

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Volunteers, Trustees, Clients, Customer and Supplier obligations in relation to personal information

You should ensure you comply with the following guidelines at all times:

- Do not give out confidential personal information pertaining to information provided to Krissy & Friends Foundation except to the data subject. In particular, it should not be given to someone, either accidentally or otherwise, from the same family or to any other unauthorised third party unless the data subject has given their explicit consent to this.
- Be aware that those seeking information sometimes use deception in order to gain access to it. Always verify the identity of the data subject and the legitimacy of the request, particularly before releasing personal information by telephone.
- Only transmit personal information between locations by fax or e-mail if a secure network is in place, for example, a confidential fax machine or encryption is used for e-mail.
- If you receive a request for personal information about another volunteer, trustee, client, customer or supplier, you should forward this to the Chairperson, Vice Chairperson/Founder or Secretary, who will be responsible for dealing with such requests.

Ensure that any personal data which you hold is kept securely, either in a locked filing cabinet or, if it is computerised, it is password protected.

Compliance with the Act is the responsibility of all volunteers and trustees. Any questions or concerns about the interpretation of this policy should be taken up with the Vice Chairperson/Founder or Secretary.

I hereby consent to the terms of this policy.

Signed by volunteer, trustee (please circle as appropriate)

.....

Date:.....

The following link will provide further information pertaining to the Data Protection Act and volunteers / trustees.

<http://www.volunteering.org.uk/component/gpb/how-does-the-data-protection-act-affect-volunteers>

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