

Data Protection Policy

Policy Review Committee

Chairman **Mike Burrows**

Secretary **Tracey Crutchley**

Section 1 – Introduction

The Windmill Hill Community Forum Ltd, fully endorse and adhere to the principles of data protection, as outlined in the Data Protection Act 1998.

The Forum, in the course of its day to day operation, is required to collect and use certain types of information about people and organizations with which it deals, in order to operate its various services. This includes data on current, past, and prospective employees, or suppliers, its students, clients/customers, or others with whom it communicates. In addition, it may also be occasionally required by law, to collect and use certain types of information to comply with the requirements of various government departments.

This policy concerns the implications of The Disability Discrimination Act Part 4 as it applies Forum personnel and students at the Windmill Hill Forum & Telematics Centre.

Access

Forum personnel and students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at www.whcf.org.uk/policies

This policy is reviewed annually and may be revised in response to feedback from students, tutors, and external organisations.

Data Protection Policy

Information gathered during the operation of our services will be dealt with properly, in accordance with the safeguards detailed in the Data Protection Act 1998, whether it is collected, recorded and used, on paper, electronically, or by any other means.

The Forum regards the lawful and correct treatment of personal information, as very important to its successful operation, and to maintaining the confidence of those who we deal with. The Forum will always ensure that it treats any personal information collected, in a lawful and correct manner.

Specifically, the Trustees require that personal information;

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Shall only be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Shall be accurate and, where necessary, kept up to date;
- Shall not be kept for longer than is necessary for that purpose or those purposes;
- Shall be processed in accordance with the rights of data subjects, under the Act;

and that;

- appropriate technical and organisational measures shall be taken against all unauthorised, or unlawful, processing of personal data and against accidental loss or destruction of, or damage to, personal data;

The Forum will, through appropriate management, and strict application of criteria and controls;

- observe fully, conditions regarding the fair collection and use of any information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, only to the extent that it is needed to fulfil operational needs, or to comply with any legal requirements;
- ensure the quality of information used;
- apply checks to determine the length of time information is held;
- ensure that the rights of people about whom information is held, can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong information.);

- take appropriate technical and organisational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards.

In addition, the Forum will ensure that;

- there is someone within the Forum with specific responsibility for data protection.
- everyone managing and handling personal information understands that they are responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are clearly described;
- a regular review and audit is made on the way personal information is managed;
- methods of handling personal information are regularly assessed and evaluated;
- Performances regarding the handling of personal information is regularly assessed and evaluated.

Author: Mike Burrows

Date: 15 June 2008

Revised by Mike Burrows

17 March 2009