



South Essex Community Hub

Data Protection Policy

Policy Statement

South Essex Community Hub is committed to a policy of protecting the rights and privacy of individuals, staff, volunteers and all service users in accordance with the Data Protection Act of 1998. The policy applies to all individuals, staff, volunteers and service users at any of our Hub centres or taking part in any projects operated by SECH. Any Breach of the Data Protection Act of 1998 or of this policy is considered to be an offence and in that event disciplinary or legal procedures may apply.

As a matter of good practice other organisations working in partnership with SECH who have access to personal information will be expected to have read and comply with this policy. It is expected that any staff or volunteers who have to deal with external organisations will take responsibility for ensuring that such organisations agree to abide by this policy.

Legal Requirements

Data is protected by the Data Protection Act of 1998 which came into effect on 1st March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge and, wherever possible, is not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – trustees, staff, volunteers and service users must have the right to access and have copies of their own data.

Managing Data Protection

We will ensure that South Essex Community Hub is registered with the Information Commissioner – Registration Number **ZA180817**

Purpose of Data Held by South Essex Community Hub

Data may be held by SECH for the following purposes:

1. Staff Administration
2. Fundraising
3. Realising the objectives of a charitable organisation or voluntary body
4. Accounts and records
5. Advertising, marketing and public relations
6. Information and databank administration
7. Journalism and the media
8. Processing for not for profit organisations
9. Research
10. Volunteers

In terms of the Data Protection Act 1998 SECH is 'the data controller' and as such determine the purpose for which, and the manner in which, any personal data is held, or is to be processed. SECH must therefore ensure that we have:

1. **Fairly and lawfully processed personal data**
SECH will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to share any personal data. We will also state an indication of the duration of time for which the data may be retained.
2. **Processed for Limited Purpose**
SECH will not use data for a purpose other than those agreed by data subjects (Trustees, Staff, volunteers and service users) . If the data held by us is requested by external organisations for any reason this request will only be approved if the data subjects concerned agree. In addition external organisations must state the purpose of processing and agree not to copy the data for further use and sign a declaration agreeing to abide by Data Protection Act 1998 and SECH's data protection policy.
3. **Adequate, relevant and not excessive**
SECH will monitor the data held for our purposes ensuring we hold neither too much or too little data in respect of the individuals to whom the data refers. If data either given or obtained is excessive for such purposes it will immediately deleted or destroyed.
4. **Accurate and up-to-date**
SECH will provide all trustees, staff, volunteers and service users with an annual opportunity to review and update any information held in respect of themselves. Any amendments to data will be actioned immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and external organisations to ensure that the data held by us is accurate and up to date. Completion of an appropriate information form provided by SECH will be taken as an indication that the data contained in the form is accurate. Individuals should notify SECH of any changes to enable records to be updated accordingly. It is the

responsibility of SECH to act upon notification of changes to data, amending them where relevant.

5. Not kept longer than necessary

SECH discourage the retention of data for longer than is required. All personal data will be deleted or destroyed by SECH one year after an individual's involvement with the organisation has ended.

6. Processed in accordance with the individual's rights

All individuals for which SECH holds data have the right to:

- Be informed on request of all the information held about them within 40 working days
- Prevent the processing of their data for the purpose of direct marketing
- Compensation if they can show that they have been caused damage by any contravention of the act.
- The removal and correction of any incorrect data held about them

7. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data

All SECH computers have a log in system and our contact database is password protected, the system will allow only authorised staff or volunteers to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be access by authorised staff members. When staff or volunteers are using portable electronic devices 'off-site' care should be taken that personal data on- screen is not available to view by third parties.

8. Not transferred to countries outside the European Economic Area, unless the country has adequate protection in place for the individual

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. SECH takes particular care to be aware of this when publishing information on the internet which can be processed from anywhere on the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

This policy was adopted by the Board of trustees of SECH on 14th October 2017 and will be reviewed in October 2018.

