

1. Purpose

This policy establishes the guidelines by which information is collected and stored by HOPS. HOPS needs to keep certain information about its staff, members and users of its services to enable it to monitor its effectiveness and to meet appropriate safeguarding guidance.

This policy is to be read in conjunction with the Confidentiality/Information sharing and DBS policies and procedures.

2. Persons Affected

Staff
Service Users
Volunteers
Management Committee
Members

3. Policy

To comply with the law, Data Protection Act 1998, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

In summary personal data must be;

- Obtained and processed fairly and lawfully
- Obtained for a specified and lawful purpose and not to be processed in a manner incompatible with that purpose
- Adequate, relevant and not excessive for that purpose
- Accurate and up to date
- Not be kept for longer than necessary
- Processed in accordance with the data subject's rights
- Kept safe from unauthorised access, accidental loss or destruction
- Should not be transferred outside of the European Economic Area, unless that country has equivalent levels of data protection

All staff who process any personal information must ensure that they adhere to these principles at all times. The Data Protection Act applies not only to electronically stored data but also to written records of any kind.

Any member of staff who considers that this procedure has not been followed should raise it with the Chairperson. If the matter is not resolved it should be raised as a grievance. Any user of the services should follow the complaints procedure.

All individuals have the right to;

- Know what information HOPS hold and processes about them and its purpose
- Know how to gain access to this information
- How to keep the information up to date
- Know what the organisation is doing to comply with data protection legislation

HOPS holds personal information in respect of its staff, volunteers, committee members, members, users and named service providers. The information held may include an individual's name, postal, e-mail and other addresses, telephone and facsimile numbers, subscription details, organisational roles and membership status. This information is held to enable us to meet the needs of our organisational business.

Data Protection Policy



Unauthorised or inappropriate disclosure may be a disciplinary matter, and could be considered a matter of gross misconduct in some instances.

Personal and sensitive information must be stored as follows;

- In a locked filing cabinet with the key kept separately
- In a locked drawer or;
- If it is computerised, it must be password protected or;
- Kept only on a disk which is kept securely

When communicating information electronically additional care must be taken to ensure that only the intended recipient(s) receive the information.

Personal and sensitive information will be discussed in suitably confidential environments. All staff must be aware of the difficulties of ensuring confidentiality in open spaces and must respect any confidential information inadvertently overheard.

Disposal of information

Personal and sensitive material will be shredded. Particular care will be taken to delete information from computer hard drives when disposing of the computer or passing it to another member of staff.

4. Definitions

Personal information: any details relating to a living, identifiable individual. This applies to staff, members and users of HOPS It also applies to various members of the public such as job applicants and visitors.

Sensitive information: this is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical and mental health, sex life, criminal proceedings or convictions. The person about whom the data is being kept must give express consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of a third party.

This policy was adopted by: HOPS	Date January 2016
To be reviewed Annually	Signed: