

Data Protection

Adopted by the Management Committee on 29/1/2019
Next Review Date 29/1/2022
Chairman: Tim Woodland
Signed:

Policy Aims

Winchester & District Young Carers needs to collect and use certain types of information about employees, volunteers, clients and other individuals who come into contact with us and/or use their services. This personal information must be dealt with properly however it is collected, recorded and used, whether on paper, in a computer, or recorded on other material and there are safeguards to ensure this in the Data Protection Act 2018.

Winchester & District Young Carers regards the lawful and correct treatment of personal information as very important and therefore will ensure that personal information is treated lawfully and correctly and in accordance with the Updated General Data Protection Act 25th May 2018 and the Eprivacy Policy 2018

Specifically, the Principles require that personal information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
- Disposed of in an appropriate manner in relation to how it is gathered and stored.

Winchester & District Young Carers will, through appropriate management and in strict application of criteria and control:

1. Observe fully conditions regarding the fair collection and use of information
2. Meet its legal obligations to specify the purposes for which information is used
3. Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
4. Ensure the quality of information used
5. Apply strict checks to determine that information is only held for as long as is required.
6. 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 about how your data is being used; access personal data; have incorrect data updated; have data erased; stop or restrict the processing of your data; data portability, allowing you to get and reuse your data for different services; object to how your data is processed in certain circumstances
7. Take appropriate technical and organisational security measures to safeguard essential personal information carried by employees in the course of their day to day roles
8. Ensure that personal information is not transferred without suitable safeguards and permissions
9. Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
10. Set out clear procedures for responding to requests for information

In addition, Winchester & District Young Carers will ensure that:

1. There is someone with specific responsibility for Data Protection – this is the Manager
2. Everyone managing and handling personal information understands that they are contractually responsible for following good data practice
3. Everyone managing and handling personal information is appropriately trained to do so
4. Anybody wanting to make enquiries about how we handle and process personal information can request this from the Manager
5. Queries about handling personal information are promptly and courteously dealt with
6. Methods of handling personal information are clearly set out. (See data collection and storage below)
7. Permission is sought to share information
8. Methods of handling personal information are regularly assessed and evaluated and discussed at supervision
9. Performance with handling personal information is regularly assessed and evaluated and discussed at supervision
10. A breach of the rules and procedures identified in this policy by a member of staff may lead to disciplinary action being taken

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to Data Protection Act 2018.

Data Collection

Informed consent is when

- A service user clearly understands why their information is needed, who it will be shared with, and the possible consequences of them agreeing or refusing the proposed use of the data and then gives their consent.

Winchester & District Young Carers will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form. When collecting data, we will ensure that the service user:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the service user decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress

Data Access and Accuracy

All families have the right to access the information the organisation holds about them. Winchester & District Young Carers will also take reasonable steps to ensure that this information is kept up to date by asking services users whether there have been any changes.

Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff. Information will be stored for only as long as it is needed or required statute and will be

disposed of appropriately. It is Winchester & District Young Carers responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

The Do and Do Not Check List

- **DO** treat personal data with care
- **DO** check there is a need to know basis before disclosing to colleagues
- **DO** use confidential waste to dispose of documents containing personal data
- **DO** ensure other people cannot see personal data on your computer system or the documents you are using if they have no need to
- **DO** not leave personal data on your desk when you are not there
- **DO** make sure you have adequate secure storage for documents
- **DO** use passwords to protect the data on your computer system and don't share your login and password
- **ONLY** use personal data for the purpose it was collected
- **ONLY** disclose personal data to those people who have a right and a need to know
- **ONLY** disclose personal data to authorised third parties