DATA PROTECTION POLICY
Droxford Community Hub (DCH) CIC
Registration no. 11937091

POLICY STATEMENT

This Policy applies to all team members who have access to DCH's data on customers, volunteers, funders and suppliers. Team members include staff, volunteers, board members and consultants.

DCH is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998, that personal data must:

- be fairly and lawfully processed;
- be processed for limited purposes and not in any manner incompatible with those purposes;
- be adequate, relevant and not excessive;
- be accurate;
- not be kept for longer than is necessary;
- be processed in accordance with individuals' rights;
- be secure; and
- not be transferred to countries without adequate protection.

Volunteer's Responsibilities

All team members are responsible for ensuring that:

- any personal data on customers, volunteers, funders and suppliers is kept securely

- a Board member is informed of all instances where data is lost, accidentally given to the wrong person or organisation or any other breach occurs.

- personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

- kept in a locked filing cabinet, drawer, or safe. If it is computerised, personal information should be encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up.
- data should not be stored for any length of time on memory sticks. When a memory stick is needed to temporarily store data, an encrypted memory stick should be used.
- team members should make every effort to ensure that personal data is not stored on, or transferred to, any personal computerised devise or equipment.
- if the data is being sent electronically, any passwords should be sent in a separate email or telephoned.

Requests for information in respect of DCH customers/clients

If you receive requests for information that may be classed as personal data (see definition in Introduction) or identifies a third party under the Data Protection Act you should normally obtain the permission of the individual who is the subject of the data before releasing it. You should check with your Team Leader if you are unsure what types of data might be classed as personal and also the context of the request. All requests for the passing on of information should be recorded on a file of 'Record of Information Requests'.

Date approved……..

Signed……

Name……. **Position……..**

Date of Review……