



Hop Skip and Jump

Data Protection Policy

Introduction

Hop Skip and Jump recognises and accepts its responsibility as set out in the Data Protection Act 1998 and sub-legislation contained therein. Hop Skip and Jump, as a Data Controller, will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular Hop Skip and Jump will comply with the Data Protection Principles set out in the 1998 Act.

This policy statement applies to all Hop Skip and Jump Management and employees, and individuals about whom Hop Skip and Jump processes personal information, as well as other partners and companies with which Hop Skip and Jump undertakes its business.

Scope

Hop Skip and Jump needs to collect and use certain types of personal information about people with whom it deals in order to operate. These include current, past and prospective employees, Children, Schools, Families, and others with whom it communicates. In addition, it may be required by law to collect and use certain types of information to comply with the requirements of government departments. 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 1998.

We regard the lawful and correct treatment of personal information by Hop Skip and Jump as very important in order to secure the successful carrying out of operations and the delivery of our services, and to maintaining confidence with those whom we deal. Hop Skip and Jump wishes to ensure that it treats personal information lawfully, correctly and in compliance with the 1998 Act.

To this end we fully endorse the obligations of the Act and adhere to the Principles of data protection, as enumerated in the 1998 Act.

The following paragraphs provide a brief aid to the Data Protection Act 1998.

1. Main Provisions of the 1998 Legislation

Ensuring Data Controllers notify their processing of personal data with the Information Commissioners Office. Hop Skip and Jump must supply certain information to the Commissioner who maintains a public register of the types of information organisations process, where it gets it from and what it does with it.

Observing the eight Data Protection Principles (more detail below).

Allowing the data subject to exercise his/her rights and have right of access to their personal information, what is held, how it is processed, to whom it is disclosed and to be told of the logic behind automated decisions.

2. Definitions

Data Controller Hop Skip and Jump

Personal Data: Information held on a relevant filing system, accessible record or computerised record (as well as digital audio or video equipment), which identifies living individuals.

Sensitive Personal Data: Personal data relating to an individuals race or ethnic origin, political opinions, religious beliefs, physical/mental health, sexual life and criminal activities.

Relevant Filing System: Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. Children's Records, assessments and Evaluations.

Data Subject: Employees, Children, members and Schools.

Processing: Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.

Accessible Records Any records which are kept by the Organisation as part of a statutory duty, eg Children's records.

3. Data Protection Principles

Specifically, the Principles require that personal information:

Created: November 2010

K Coleman J Sanwell

Reviewed: February 2015

Hayley Stone

shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions as set out in the 1998 Act are met; shall be obtained only 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 the data subject under the 1998 Act; and that: appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Commitment

Hop Skip and Jump will, through appropriate management and application of criteria and controls:

observe fully conditions regarding the fair collection and use of information; meet its legal obligations to specify the purposes for which information is used; collect and process appropriate information, and only to the extent that it is needed to fulfill operational needs or to comply with any legal requirements; ensure the quality of information used, including its accuracy and relevancy for the purpose(s) specified; apply strict 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 1998 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, block or erase information which is regarded as erroneous); take appropriate technical and organisational security measures to safeguard personal information; and ensure that personal information is not transferred abroad without suitable safeguards.

Compliance

In addition, Hop Skip and Jump takes steps to ensure that: there is someone with specific responsibility for data protection in the organisation. (The Centre Manager); everyone managing and handling personal information understands that they are contractually 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

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are clearly described; a regular review and audit is made of the way personal information is managed; methods of handling personal information are regularly assessed and evaluated; performance of handling personal information is regularly assessed and evaluated; and it disseminates to employees, information on good practice in respect of handling, using and storing personal information.

Any Data which is stored on the Hop Skip and Jump premises is kept in the office which is lockable, when unlocked it is supervised throughout the working day. Data is stored either on the Computer; which can only be accessed by the Centre Manager/Children and Families Co-ordinator/Team Leader and Lead Playworker using a password which is changed every 3 months. Other members of the Hop Skip and Jump team can only be logged on by a senior member of staff and supervised. Paper based data is kept in lockable filing cabinets which can be accessed by Hop Skip and Jump staff when a senior member of staff is present (In the office). Certain Data is not freely access to members of staff; these drawers are stated as private and confidential, and staff should comply with this. All paperwork that holds personal information (names, D.O.B, Address will be shredded when no longer needed.

Any information found through data stored at Hop Skip and Jump Bristol is strictly private and confidential and is only to be discussed in a professional and correct manor. (Please refer to the Documentation and information Policy).

All employees will have access to reading and signing the above policy. It will be reviewed annually, added to, or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular groups of workers.