

Confidentiality and Data Protection Policy

DATA PROTECTION ACT 1998

Policy Statement

Welland Seniors Forum (WSF) will comply with the requirements of the Data Protection Act 1998 (and subsequent legislation) in accessing and processing personal data.

Data Controller. There is no obligation under the Act for WSF to register with the data controller. However, there are several Data Protection Principles and it has been agreed that WSF will abide by the following principles when processing personal data:

- Personal data shall be processed fairly and lawfully.
- Personal data 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.
- Personal data shall be adequate, relevant and not excessive in relation to that purpose or those purposes.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes.
- Personal data shall be processed in accordance with the rights of data subjects.
- 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.
- Personal data shall not be transferred to a country outside the European Economic Area unless adequate levels of protection exist.

Responsibility of Committee.

If any committee member collects information about other people they must comply with these guidelines.

Everyone handling personal data is expected to keep personal information confidential. Personal data must only be used to assist with carrying out WSF business.

The committee will on occasion (no more than once a year) contact all members to update and refresh the data held.

Data Security.

Personal information must be:

- Kept in a locked filing cabinet; or
- In a locked drawer; or
- If it is computerised, be password protected; or
- Kept only on disc that is secure.

Provision of Information. Routine requests for information are usually concerned with individual items of data held on electronic systems or with information held on manual files. In the event of such request it will be necessary for personal data to be despatched to the data subject within the 40-day period allowed by the Act.

Retention and Disposal of Data. WSF will keep information for longer than necessary. When disposing of any document containing personal data care is taken to ensure that the document is shredded before consigning to the waste collection.

Sharing of data with other agencies - statement included in all reports

To comply with requirements and data protection laws all information received from members of the public, will be treated as strictly confidential at all times unless specific express consent has been given.