

# **Adur Council for Voluntary Service Data Protection Policy**

## **Introduction**

Adur CVS holds three types of information which are covered by this policy:

*organisational information* – publicly available information about organisations and some confidential information

*personal information* – information about individuals such as names, addresses, job titles

*sensitive personal information* – in general this kind of information is only held about employees, but some necessary information is also held about users of services for which the CVS is responsible (eg Homefront, Volunteer Centre).

Information about organisations is not covered by the Data Protection Act. However there is sometimes ambiguity about whether certain information is personal or organisational. For instance the contact details for a Member organisation may be someone's home address, telephone number or email. Adur CVS aims for best practice as regards organisational information, so for these reasons organisational information is covered by this policy.

The organisations and people about which Adur CVS holds information are referred to in this policy as data subjects

## **Data Protection Policy**

Adur CVS will not hold information about individuals without their knowledge and consent. In addition:

1. Adur CVS will only hold information for specific purposes. It will inform data subjects what those purposes are. It will also inform them if those purposes change.
2. Information will not be retained once it is no longer required for its stated purpose.

3. Adur CVS will seek to maintain accurate information by creating ways in which data subjects can update the information held.
4. Data subjects will be entitled to have access to information held about them by Adur CVS
5. Information about data subjects will not be disclosed to other organisations or to individuals who are not members of Adur CVS staff or Trustee Board except in circumstances where this is a legal requirement or where there is explicit consent.
6. Adur CVS will ensure that all personal paper records are stored securely in locked metal cabinets, and unwanted paper data is disposed of in a secure way. Electronic data is protected by secure password or if appropriate encryption. Personal paper or electronic data is not routinely removed from the CVS offices, but if it is, the person responsible is expected to be particularly vigilant against loss.
7. Adur CVS ensures that all staff, Trustees and volunteers are aware of this data protection policy, and understand its implications for their work role, and the CVS' legal obligations.
8. The Chief Officer has been designated as the Data Protection Compliance Officer.
9. At the beginning of any new project or type of activity the Chief Officer will ensure that data protection is thoroughly considered, and procedures put into practice.
10. There may be situations where Adur CVS works in partnership with other organisations on projects which require data sharing. Adur CVS will clarify which organisation is to be the Data Controller and will ensure that the Data Controller deals correctly with any data which Adur CVS has collected.
11. All new staff will be given training on the data protection policy and procedures.
12. Adur CVS will carry out an bi-annual review of its data protection policy and procedures, or in response to legislative change.

Approved by Adur CVS Executive Committee

October 2006