

DATA PROTECTION POLICY

INTRODUCTION

The Data Protection Act covers information about individuals which is held on computer or hand-held records kept in a locked box. It is based on the right of the individual to know what information is being held about them, and how the information will be used.

Trustees and volunteer personal records will be kept at Hope House Haiti (UK) in accordance with its procedures and code of professional conduct.

Data protection responsibility

Overall responsibility for ensuring that Hope House Haiti (U.K) complies with its data protection obligations rests with the Data Protection Officer.

INFORMATION WILL BE:

1. Processed fairly and lawfully
2. Obtained only for specified purposes
3. Relevant to the purposes for which it is processed
4. Accurate and kept up to date
5. Not kept for longer than is necessary
6. Processed according to the rights of the Data Subject under the Act
7. Protected against unauthorised processing, accidental loss or damage
8. Not transferred to areas outside of the European Union.
9. Kept secure.

What is personal data?

Personal data is data relating to an individual. Examples of personal data are Trustees/volunteers details (including employment records) names, addresses and other information relating to their role in Hope House Haiti (U.K). The rules about data protection do not distinguish between manual and computer records.

What is sensitive data?

Sensitive data (likely to be included in sickness records and DBS Disclosures) means data consisting of information relating to an individual's:

- Racial or ethnic origin
- Religious beliefs
- Political opinion
- Trade union membership
- Physical or mental health
- Sexual life
- Civil or criminal offences

CONSENT

1. The individual clearly understands why the information is needed
2. The individual understands what it will be used for, and understand what the consequences are should the individual decide not to give consent to processing.
3. The individual has received sufficient information on why their data is needed and how it will be used.

DATA STORAGE AND ACCESS

Manual records are kept in a locked box.

Computer records are stored securely on one site and password protected.

Individual computers are password protected.

Sensitive data is identified, so proper safeguards can be put in place.

When personal data needs to be deleted or destroyed, adequate measures are taken to ensure personal data is properly and securely disposed of. This includes the physical destruction of manual files through shredding, and the deletion of computer files and back up files.

Data subjects have the right to have any data held about them erased under a number of circumstances, and this must also occur if they withdraw consent for all the processing for which the data is held.

Hope House Haiti (UK) trustees and volunteers, other than the Child Protection Officer in the course of their duty do not have access to information on other staff or volunteers, in accordance with the safeguarding policy.

Trustees and volunteers have the right to see the information held on them by Hope House Haiti (U.K). Requests should be in writing to the Data Protection Officer and Hope House Haiti (U.K) will provide a copy of the information within two weeks of receiving the request with no charge.

When trustees and volunteers leave, all personnel documents will be kept in accordance with Hope House Haiti (U.K)'s procedures and policies. A record would be made of the dates they volunteered and the record would be archived.

Information about individuals will not be disclosed to any third party outside of Hope House Haiti (U.K) without the permission of the individual.

Where images of children or teachers at the Hope House Christian Academy, Haiti are used for the purpose of fund raising or social media, permission will be obtained from the parents and teachers by Yvrose Ismael Telfort and Pierre Richard Ismael for these photographs to be used for a specified length of time. If anyone disagrees they are to make it known to the organisation.

DATA BREACHES

We would be informed by our Network Provider.

Generic information would be kept on the I Cloud server with a secure password.

Sensitive information would be protected and kept with the Child Protection Officer in a locked box.

Trustees who have had sensitive information on a subject would delete this information. If a computer goes for repair or destruction, information stored on the computer on the hard drive relating to a subject by Hope House Haiti (U.K) the hard drive will be wiped securely.

SUBJECT ACCESS REQUESTS (SAR)

A subject Access Request (SAR) is a written request made by or on behalf of an individual for the information which he or she is entitled to ask for under section 7 of the Data Protection Act 1998 (DPA).

The request does not have to be in any particular form, nor does it have to include the words 'subject access' or make any reference to the Data Protection Act. A request may be a valid SAR even if it refers to other legislation, such as the Freedom of Information Act.

Requests must be written but can be made electronically by email. If someone makes a SAR orally, they must be advised to put their request in writing.

All requests need to go through the Data Protection Officer

We must satisfy ourselves as to the identity of the person making the request. They must provide evidence of their identity.

Review date.....

This policy is to be read in conjunction with the following policies/documents:

Child protection Policy

Risk Assessment Policy

Fund Raising Policy TBA

Code of Conduct