

Brixham Future CIC Data protection Policy

1. Introduction

Brixham Future CIC needs to collect and use certain types of information on other organisation, individuals, customers or service users in order to carry out its work. This personal information must be collected and dealt with appropriately whether collected on paper, stored in computer databases, or recorded in any other way under the safeguards contained in the Data Protection Act 1998.

2. Data Controller

Brixham Future CIC is the Data Controller under the Act, which determines what purposes personal information held and will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold and the general purpose that this data will be used for.

3. Disclosure

If any information is shared with another agency or company such as the local authority or funding body the individuals concerned will be made aware in most circumstances why, how and with whom their information is shared. There are circumstances where the law allows us to disclose data without the subjects consent. These are:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting vital interests of an individual or other person
- The individual has already made the information public
- Conducting any legal proceedings, obtaining legal advice or defending any legal right
- Monitoring for equal opportunities purposes

Brixham Future CIC will adhere to the principles of the Data Protection Act 1998 that require personal information;

- Shall be processed fairly and lawfully

- Shall not be processed unless specific conditions are met
- Shall be obtained only for one or more purposes specified in the Act and shall not be processed in any manner incompatible with those purposes
- Shall be accurate and up to date not be kept for longer than necessary
- Shall be processed in accordance with the rights of data subjects under the Act
- Shall be kept secure by the Data Controller who takes appropriate technical and other measures to ensure unauthorised or unlawful processing or accidental damage.
- Shall not be transferred to a country outside the EEA unless the country or territory ensures an adequate level of protection

Brixham Future CIC will ensure that the rights of people about whom information is held can be fully exercised under the Act. These include:

- The right to be informed that processing is being undertaken
- The right to access to one`s personal information
- The right to prevent processing in certain circumstances
- The right to correct, rectify, block or erase information which is regarded as wrong information
- Take appropriate technical and organisational security measures to safeguard personal information and ensure not transferred abroad without adequate safeguards
- Set out clear procedures for responding to requests for information.

4) Data collection

Informed consent is when:

- An individual clearly understands why the information is needed, who it is to be shared with, and the possible consequences of them agreeing or refusing the proposed use of the data

-And then give their consent

Brixham Future CIC will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person or by completing a form. When collecting data we will ensure that the individual:

-Clearly understands why the information is needed, what it will be used for and consequences of not consenting to processing

-As far as reasonably possible grant explicit consent either in writing or verbally and is competent to do so freely without duress

5) Data Storage

Information and records on customers, service users and organisations will be stored securely and only accessed by authorised staff or volunteers

When any computer is sold /disposed off we will ensure all personal and company data is non-recoverable.

6) Data access and accuracy

Every individual or party we deal with has the right to access the information we hold about them. We will seek to keep this data up to date by asking them whether there have been any changes. In addition we will also:

-Appoint the Administrator as the Data Protection Officer to ensure compliance with Data Protection

-Ensure all staff understands that they are responsible for ensuring compliance with Data Protection; area appropriately trained, supervised and deals promptly with any enquiries.

- Regularly review and audit the ways it holds, manages and uses personal information

-Ensure all staff is aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action

This policy will be updated as necessary to reflect best practice in data management and security and control to ensure compliance with any changes or amendments made to legislation.

