

Measham and District Youth Club
(MYC)

Data Protection Policy

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All data both manual or electronic is held and transferred in accordance with the principles of the Data Protection Act, 1998 (see below). The Act gives staff and volunteers access to data about themselves and, subject to exceptions, prohibits the unregistered disclosure of information. Organisations may collect and process personal data to pursue legitimate interests.

The nominated Data Protection Controller is given at the end of this policy.

1. Data Protection Principles

- Personal data must be processed fairly and lawfully
- Personal data must be obtained only for one or more specified and lawful purpose, and must not be processed in any manner incompatible with the purpose
- Personal data must be adequate, relevant and not excessive in relation to the purpose for which they are processed
- Personal data must be accurate and where necessary kept up-to-date
- Personal data processed for any purpose must not be kept any longer than is necessary for that purpose
- Personal data must be processed in accordance with the data subject's rights
- Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against accidental loss, or destruction of, or damage to personal data.
- Personal data must not be transferred to a country or territory outside of the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of data subjects in relation to processing personal data.

2. Employee and volunteer access to personal records

Leaders, volunteers, Young People and Trustees have a right to access all personal records held about them, within 40 days of submitting a written request to the Data Protection Controller. They will be notified of a time, date and place where the access will be provided and will be accompanied at all times by the Data Protection Controller. Leaders, volunteers, Young People and Trustees have the right to copy any or all of the documents held.

In most circumstances they can only see documents provided by, or implicating, a third party (including personal references) with the written consent of the third party.

3. Challenging an entry

Leaders, volunteers, Young People and Trustees who have concerns over the accuracy of their personal data should write to the Data Protection Controller. They will receive a response within 21 days, stating what actions have been taken or why their concerns are unjustified.

Inaccurate entries will be corrected or removed. If it is not agreed that the record is inaccurate, the Leaders, volunteers, Young People and Trustees may insert a single page statement into the file explaining his or her point of view.

If an Leaders, volunteers, Young People and Trustees challenges a record, a thorough investigation will be undertaken and the person making the challenge will be advised of the outcome. Should they dispute the decision, every effort will be made to resolve the situation. Ultimately, Leaders, volunteers, Young People and Trustees may invoke the grievance procedure.

4. Sensitive personal data

MYC stores information about Leaders, volunteers, Young People and Trustees defined as 'sensitive personal data' in the Data Protection Act. This may include:

- Details from the application form, including those relating to health and any criminal convictions;
- Data relating to sex, race, national or ethnic origin and disability, in accordance with the Equality & Diversity Policy.

To process sensitive personal data, the person involved will have been asked to give explicit consent and MYC will provide reasons for such data processing.

5. Destroying and archiving records

Records which are no longer relevant or required will be destroyed; those that need to be retained will be kept in a secure location. The same rules of access and ownership apply to archived records.

Leaders, volunteers, Young People and Trustees have no right to have personal records deleted simply because they would prefer MYC not to keep certain information about them.

The nominated Data Protection Controller is : Dr Martin Vaughan

Revised November 2017