

Arc Community Space CIC


+44 (0)207 683 1281

www.thearccentre.org

98b St Paul St, Islington, London, N1 7DF



Data Protection and Privacy Policy

Version 1 Adopted on (date):	11/8/2020
Review Date	Sept 2021
This document has been approved by the board and signed by the Managing Director.	
Signed	 Damien Brown
Date	11/8/2020

1 Overview

Arc Community Space CIC (The Arc) is committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Personal Data (PD) in order to carry on our work, and are committed to ensuring that this personal information is collected and handled securely.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

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The Arc will remain the data controller for the information held and is registered as a data controller under the GDPR with the Information Commissioner's Office. The directors, staff and volunteers are personally responsible for processing and using personal information in accordance with the DPA and GDPR. Directors, staff and volunteers who have access to personal information will therefore be expected to read and comply with this policy.

2 Purpose

The purpose of this policy is to set out the Arc's Community Space's commitment to good practice in data protection and privacy, and procedures for protecting personal data. We regard the lawful and correct treatment of personal information as essential to successful working, and to maintaining the confidence of those with whom we deal. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

3 Definitions

The Arc - Arc Community Space CIC

Managing Director - Damien Brown

Board of Directors- Sersha Godfrey (Chair), Nigel Lloyd, Daniel Torres

Directors - Managing Director and Board of Directors

Staff - all individuals working for The Arc, whether permanent, fixed-term or temporary, and wherever located, including consultants, contractors, seconded staff, casual staff,

Data Controller - The Arc and its management who collectively decide what personal information The Arc will hold and how it will be held or used.

Act means the Data Protection Act 1998 and General Data Protection Regulations - the legislation that requires responsible behaviour by those using personal information.

Data Subject – the individual whose personal information is being held or processed by The Arc - for example, a service-user or hirer.

'Explicit' consent – is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him.

Explicit consent is needed for processing “sensitive data”, which includes:

(a) Racial or ethnic origin of the Data Subject (b) Political opinions (c) Religious beliefs or other beliefs of a similar nature (d) Trade union membership (e) Physical or mental health or condition (f) Sexual orientation (g) Criminal record (h) Proceedings for any offence committed or alleged to have been committed

Information Commissioner's Office (ICO) - the ICO is responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Information – information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

4 The Data Protection Act

This contains 8 principles for processing personal data with which we must comply, stating that personal data:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes
3. Shall be adequate, relevant and not excessive in relation to those purposes
4. Shall be accurate and, where necessary, kept up to date
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

5 Applying the Data Protection Act within Arc Community Space CIC

We will let people know why we are collecting their data, which is for the lawful purpose of managing The Arc, delivering services, its hiring, marketing, publicity for events, fundraising and finances. It is our

responsibility to ensure PD is only used for this purpose unless specific consent is given or the PD is already in the public domain. Access to personal information will be limited to directors, staff and volunteers.

Where individuals need to be identified in public documents e.g. minutes and harm may result, initials rather than full names will normally be used.

6 Correcting data

Individuals have a right to make a Subject Access Request (SAR) to find out whether The Arc holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.

Any concerns about complying with a SAR need to be discussed promptly with The Arc's management team or with the ICO, e.g. if it is manifestly unfactual or excessive.

7 Responsibilities

The Arc is the Data Controller under the Act, and is legally responsible for complying with Act, which means that it determines what purposes personal information held will be used for. The management Board will take into account legal requirements and ensure that it is properly implemented, and will through appropriate management and strict application of criteria and controls:

- a) Collect and use information fairly
- b) Specify the purposes for which information is used
- c) Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements
- d) Ensure the quality of information used
- e) Take appropriate technical and organisational security measures to safeguard personal information,
- f) Ensure that personal information is not transferred abroad without suitable safeguards,
- g) Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- h) Set out clear procedures for responding to requests for information.
- i) Ensure the rights of people about whom information is held, can be exercised under the Act

These include:

- The right to be informed that processing is undertaken

- The right of 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

All directors, staff and volunteers are aware that a breach of the rules and procedures identified in this policy may lead to action being taken against them.

The Arc has not appointed a Data Protection Officer. The management as a whole will be responsible for ensuring that the policy is implemented and will have responsibility for:

- a) Ensuring that everyone processing personal information understands that they are contractually responsible for following good data protection practice
- b) Everyone processing personal information is appropriately trained to do so
- c) Everyone processing personal information is appropriately supervised
- d) Anybody wanting to make enquiries about handling personal information knows what to do
- e) Dealing promptly and courteously with any enquiries about handling personal information
- f) Describing clearly how The Arc handles personal information
- g) Regularly reviewing the ways personal information is held, managed, and used
- h) Regularly assessing its methods and performance in relation to handling personal information.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

8 Procedures for Handling Data & Data Security

The Arc has a duty to ensure that appropriate technical and organisational measures and training are taken to prevent:

- Unauthorised or unlawful processing of personal data
- Unauthorised disclosure of personal data
- Accidental loss of personal data

All directors, staff and volunteers must therefore ensure that personal data is dealt with properly no matter how it is collected, recorded or used. This applies whether or not the information is held on paper, in a computer or recorded by some other means e.g. tablet or mobile phone.

Personal data relates to data of living individuals who can be identified from that data and use of that data could cause an individual damage or distress. It is therefore important that all staff consider any

information (which is not otherwise in the public domain) that can be used to identify an individual as personal data and observe the operational guidance below.

9 Operational Guidance

Email

All directors, staff and volunteers should consider whether an email (both incoming and outgoing) will need to be kept as an official record. If the email needs to be retained it should be saved into the appropriate folder or printed and stored securely.

Emails that contain PD personal information no longer required for operational use, should be deleted from the personal mailbox and any “deleted items” box.

Where someone not a director, employee or contractor needs to be copied into an email e.g. a wider circulation list for an upcoming event, we encourage use of bcc instead of cc, to avoid their PD being shared through forwarding.

Phone Calls

Phone calls can lead to unauthorised use or disclosure of personal information and the following precautions should be taken:

- Personal information should not be given out over the telephone unless you have no doubts as to the caller’s identity and the information requested is innocuous.
- If you have any doubts, ask the caller to put their enquiry in writing.
- If you receive a phone call asking for personal information to be checked or confirmed be aware that the call may come from someone impersonating someone with a right of access.

Laptops and Portable Devices

All laptops and portable devices that hold data containing personal information must be protected with a suitable password which is changed regularly. Where sensitive data or financial information is held encryption should be used.

Laptops should be locked (password protected) when left unattended, even for short periods of time. Appropriate anti-virus software should be must be installed on any devices. Software updates are to be installed as soon as possible once they become available.

As little PD as possible relating to The Arc should be stored on computers or laptops, and only files that are essential should be kept.

Passwords

Passwords should contain both upper and lower-case letters and preferably contain some numbers. Ideally passwords should be 8 characters or more in length, and should be protected by following these rules:

- Do not give out a password

- Do not write a password somewhere on a laptop/computer
- Do not keep a password written on something stored in the laptop case.

Data Storage

Personal data will be stored securely and will only be accessible to authorised volunteers or staff. Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. For financial records this will be up to 7 years. For employee records see below. Archival material such as minutes and legal documents will be stored indefinitely. Other correspondence and emails will be disposed of when no longer required. All personal data held for the organisation must be non-recoverable from any computer which has been passed on/sold to a third party.

Information Regarding Employees or Former Employees

Information regarding an employee or a former employee, will be kept indefinitely since it may be needed for reference, to ensure that The Arc has complied with legal obligations e.g. regarding employment law, taxation, pensions or insurance.

Accident Book

This will be checked regularly. Any page which has been completed will be removed, appropriate action taken, and the page filed securely.

Photography

The Arc may use general photographs of events with groups of adults for publicity purposes in accordance with its lawful basis for using PD. Photos of children will not be used without the written consent of the parent or guardian.

However, The Arc is aware that for some individuals publicising their location could place them or their families at risk. Consequently, at large events at which publicity photos may be taken a notice will be posted at the entrance and a clear announcement made, providing an opportunity for people to refuse taking part in publicity photographs. At small events the verbal consent of individuals should be obtained if their image will be clearly identifiable. Hirers will be encouraged to follow this guidance.

Data Subject Access Requests

We may occasionally need to share data with other agencies such as the local authority, funding bodies and voluntary agencies in circumstances which are not in furtherance of the management of The Arc.

The circumstances where the law allows us to disclose data (including sensitive data) without the data subject's consent are:

- a) Carrying out a legal duty or as authorised by the Secretary of State Protecting vital interests of a Data Subject or other person e.g. child protection
- b) The Data Subject has already made the information public
- c) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- d) Monitoring for equal opportunities purposes – e.g. race, disability or religion

We regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal. If an agency asks for PD not in compliance with one of the above, a consent form will need to be issued to the data subject/s asking for their consent to pass their PD on.

Risk Management

The consequences of breaching Data Protection can cause harm or distress to service users if their information is released to inappropriate people, or they could be denied a service to which they are entitled. Directors, staff and volunteers should be aware that they can be personally liable if they use customers' personal data inappropriately. This policy is designed to minimise the risks and to ensure that the reputation of The Arc is not damaged through inappropriate or unauthorised access and sharing.

10 Policy Review

The policy will be reviewed by the Board of Directors on a yearly basis.