

PEACEWORKS

DATA PROTECTION POLICY

1. Introduction

In its use of personal data in the exercise of its functions, Peaceworks must comply with the requirements of the Data Protection Act 1998. This statement sets out the policy by which it will ensure that this compliance is achieved.

2. Definitions

In this document, the term “personal data” covers data held both in computerised systems and in structured manual records.

3. Compliance with Data Protection Principles

Peaceworks fully supports the objectives of the Data Protection Act 1998, and will comply with its principles, namely that the personal data it processes will be:

- obtained fairly and lawfully and not processed unless one of the conditions specified in Schedule 2 (and also, in the case of sensitive data, one of the conditions in Schedule 3) of the Act are met;
- obtained for one or more specified and lawful purposes and not processed in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- not kept for longer than necessary;
- processed in accordance with the data subject's rights under the Act;
- kept safe from unauthorised or unlawful access or processing, and protected against accidental loss, destruction or damage, and
- not transferred to a country outside the European Economic Area unless that country has equivalent levels of protection for personal data.

Peaceworks will hold no more personal information than is necessary for the performance of its functions, and this information will be retained only for as long as is determined necessary, or is required by law.

In order to ensure that the personal information it holds is accurate and up to date, Peaceworks will correct any identified inaccuracies without unnecessary delay.

4. Disclosure

Personal data obtained and processed by Peaceworks is confidential. It will only be disclosed:

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- as required or permitted by the Data Protection Act 1998,
- where there is a legal obligation or requirement to do so, or
- with consent of the data subject.

Individual members of staff may be personally liable for breaches of the act if they act outside their authority in disclosing personal information.

5. Staff Awareness

All staff will be made aware of the Data Protection Act 1998, and of their obligations under it.

All new members of staff will receive information about the Data Protection Act as part of their induction process.

6. Processing of Personal Data

Staff will process personal data only in accordance with the requirements of the Data Protection Act 1998.

7. Data Subject Access Requests

All data subject access requests for personal information made to Peaceworks under the Data Protection Act 1998 will be dealt with by the Trustee with responsibility for Data Protection.

Peaceworks will provide copies of the information it holds, by post, subject to the provisions of the Data Protection Act 1998. A fee of £10 will be charged.

8. Data Protection Registration

An annual review of the need to notify the Information Commissioner will be undertaken.

9. Security of Personal Data

In order to comply with the requirement of the Data Protection Act 1998 that personal data be kept safe from unauthorised or unlawful access or processing and protected against accidental loss destruction or damage, all staff will:

- Be aware of and follow the security requirements applicable to the personal data upon which they work, to files and documentation, and which cover access to their work areas;
- Ensure that personal data is disposed of in accordance with the Peaceworks data retention policy.

10. Disciplinary Action

Disregarding this policy, or failing to comply with the requirements of any Code of Practice or instruction issued in order to implement it may result in disciplinary action.