



## Data Protection Policy

### DEFINITIONS

**Worker** – Refers to anyone working with or for Distington Big Local. Though not exhaustive this includes, Board members, Trustees, volunteers, employees, Local trusted organisation, paid and seconded workers.

**Manager/Supervisor/Chair** – Refers to the person who has responsibility for the specific tasks, equipment, buildings and people relating to the issue in question.

**Distington Big Local** is fully committed to the Data Protection Act 1998. This is the Company's policy and statement of the purposes for which it holds personal data about its volunteers, trustees and employees.

In the course of working for Distington Big Local, workers may come in contact with and use personal information about people i.e. names and contact details or information on health, families, circumstances or other private matter. This policy helps to ensure that Distington Big Local Ltd's, workers do not breach the Data Protection Act 1998. If you are in any doubt about what you may or may not do, seek advice from the members or business support. If unsure about anything, do not disclose any information. Information will be stored securely and no access can be gained from the public.

### Internal

We will collect, hold and process information consisting of personal data about all workers. They will be referred to as 'data subjects'. The purpose for which we hold any information about data subjects is for use solely for administrative and personnel management purposes, including but not limited to recruitment, appraisals, performance, promotion, training, career development, pay and remuneration, pension and insurances and other benefits, payroll, tax, national insurance, other deductions from pay, health & safety, discipline and grievances and HR policies, where applicable.

## **External**

Distington Big Local also holds information on organisations and individuals who use our services / engage with us and our work. It is the personal data that is protected by the Act, not the organisational data. Work addresses and names of organisation officers are not considered to be personal information under the Data Protection Act.

Individuals coming to Distington Big Local as volunteers are informed upon registration that their details are kept in accordance with the Data Protection Act and that their details are held securely and confidentially for up to two years. They are also informed that their details will not be passed on to another organisation without their consent.

## **Marketing**

We do not use your information for marketing.

## **Responsibilities**

It is everyone's responsibility who are involved with Distington Big Local that company's operational procedures comply with this policy.

All workers must comply with the operational procedures and ask for help if necessary.

Distington Big Local is committed to ensuring that all involved with the Company understand their responsibilities under the Act. This will be done by ensuring that this policy is received, read and understood by all staff and volunteers. In the first instance all current members at the date of approval and subsequently in the Policy Pack to be given to all new members and volunteers.

## **Sensitive Personal Data**

The Act defines 'sensitive personal data' as personal data consisting of information as to racial or ethnic origin, political opinions religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, commission or alleged commission of any offence or any proceedings for any offence committed or alleged to have been committed, including the disposal of such proceedings or the sentence of any court in such proceedings in accordance of Schedule 7 of the Data Protection Act 1998.

The purpose for which we hold sensitive personal data about data subjects is for use solely for equal opportunities monitoring or for the provision of specific services to individuals, including, but not limited to: suitability and fitness for work, sick pay and sick leave, absence

control, maternity leave and pay, paternal leave, safe environment and obligations under the Disability Discrimination Act.

The purpose for which we hold any information about data subjects after the end of employment / involvement with Distington Big Local is for use solely for any residual employment and volunteering related matters including but not limited to provision of references, processing applications for re-employment, matters relating to retirement benefits and allowing us to fulfil contractual and statutory obligations.

### **Third Parties**

If necessary for the above purposes, we may transfer personal data to our subsidiary and associate companies, insurers, bankers, legal, medical and other professional advisors, administrators of our pension scheme or your own pension provider and other companies to which we have contracted work relating to the above purposes for which personal data is to be used.

### **Electronic Communication**

The Company also follows the guidance recommended by the Information Commissioners Office:

- Paying particular attention to the risks of transmitting confidential employee information by email or fax.
- Ensuring that all copies of email and fax messages received by Distington Big Local's Board Members/ Supervisors are held securely.

### **Principles**

- The Data Protection Act sets out principles of good practice, to which we will make all reasonable efforts to adhere. Data must be:-
- Adequate, relevant and not excessive
- Accurate
- Not kept for any longer than necessary
- Processed in accordance with the individual's rights under the Act
- Not transferred to countries outside the European Economic Area without adequate protection

## **Good Practice**

Distington Big Local will also ensure that:-

- Appropriate technical and organisation measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Queries about handling personal information are promptly dealt with
- A regular review and assessment is made of the way personal information is managed

DBL expects all workers / volunteers with access to personal information to respect the needs for confidentiality and to avoid improper use or transfer of such information. Anyone who fails to adhere to these principles will render themselves liable to disciplinary action.