

South Oxford Community Association Policy and Practice for Data Protection

Introduction

The Data Protection Act 1998 sets out standards for the handling of personal information that relates to living individuals. The information may be stored on a computer or in a manual filing system. SOCA collects information from management committee members, employees, members of the Association and users and hirers of the Centre in order to carry out the core activities outlined in the constitution. Examples of this information include names, addresses, dates of birth, staff records and so on. This policy sets out how we aim to comply with our obligations under the Data Protection Act and applies to all management committee members and staff handling personal information.

1. Collecting Personal Information

No one will be asked to provide personal information unless it is needed for a particular reason. Information collected must be adequate, relevant and not excessive. Hire agreements, user surveys and job application forms will be reviewed regularly to ensure compliance with the Act. Surveys and so on will contain a form of opt out where appropriate. We will also endeavour to ensure that information is accurate and kept up to date by asking users and SOCA members to update their details regularly and making any necessary changes to our records without delay.

2. Security and Storage of Information

Access to personal information will be limited to those with a strict need to know. Information will not be disclosed to third parties without an individual's consent. We will protect information from unauthorised access by using password protection on the Centre's computer and adhering to SOCA's Policy and Practice for Computer and Internet Use. Sensitive personal information in manual filing systems, such as staff contracts, will be kept securely in a locked cabinet. Visitors will not be left in the office unsupervised and the office will be locked when unattended. In addition all staff will be trained in their responsibilities under the Act.

3. Disposal of Information

Information will be kept for no longer than is strictly necessary. Records held on a computer will be deleted when no longer needed and personal information in a paper format will be shredded before disposal.

4. Handling Requests for Information

People have the right to know what information we hold on them and this is known as the right of subject access. If a request is made it will be dealt with by the Administrator promptly and certainly no more than 40 days after receipt. A fee of £10 may be charged for dealing with the request. The Administrator will inform the Chair of the Management Committee of any requests for information received.

5. Responsibility

The Chair of the Management Committee is the officer responsible for ensuring that this policy is complied with

6. Sources of further information:

This policy is intended to be a guide to our legal obligations only and further information can be found by consulting the Data Protection Act 1998 and the website of the Information Commissioner's Office:

www.ico.gov.uk

This Policy was adopted by Committee on: 23rd March 2009 and reviewed on 7th July 2010, 14th September 2015 and 14th September 2016

Signed by Chair:.....BOB PRICEDate: 14th September 2016