



Data Protection

Introduction

1. Our mission is to improve the quality of life for our residents.

The proper handling of data is therefore one of our priorities. We engage with our stakeholders in a range of ways. These transactions require processing information. We are legally obliged to fulfil responsibilities to ensure appropriate safeguards and standards are set out and maintained.

We have a duty to maintain confidentiality in all aspects of our work. Staff will have access to information on a need to know basis. Any information relating to work belongs to SHA as an organisation and therefore staff cannot share this information outside of the office with anyone.

Purpose

2. This policy outlines our commitment to ensuring we handle data in accordance with the Data Protection Act 1998. The eight principles in the Act set the context for the policy. They require personal information to be processed fairly, for limited purposes, relevantly, accurately, not kept longer than necessary, in line with people's rights, kept securely and not moved outside the EU without safeguards.

Scope

3. Data protection relates to living identifiable persons. The policy applies to all aspects of our work covering staff employment, current, former and future residents' records. Information on computers, paper, audio and video all fall within the scope of the Act. It also applies to other stakeholders where we process information. This includes Board members, staff, volunteers and residents who have access to records.

All personal data held by SHA falls under the scope of the Data Protection Act 1998.

Policy

4. We will:
 - comply with the eight data protection principles.
 - maintain confidentiality of all personal data held by us on a need to know basis.
 - ensure that personal data is accurate and up to date.

- securely destroy data to ensure information is not kept longer than needed.
- set up information sharing protocols in dealing with anti-social behavior and other services within a multi-agency forum.
- provide staff with training, support and guidance in fulfilling our responsibilities.
- investigate all breaches and take disciplinary action against staff who fail to comply with the policy.
- deal promptly with personal data requests and charge £10 for the service.
- ensure registration with the Information Commissioner's Office is kept up to date.
- get appropriate levels of consent when disclosing information to third parties.
- comply with exemptions in the act, and withhold third party data from individuals who do not have a right to see such information.
- train new staff and volunteers in the policy at their induction to fulfil their contractual obligations, to include the staff handbook.

Responsibility

5. The Director of Resources will ensure compliance with the policy, provide procedures for staff and oversee reviews.

All staff are responsible for implementing this policy to best practice standards.

Monitoring, Review & Evaluation

6. All managers have a duty to ensure the policy is adhered to.

This policy will be reviewed every three years.