



Sussex Clubs for Young People Data Protection Policy

Reviewed 10th May 2017

Signed

Chair of Directors, Paul Myles

DATA CONTROLLER

ADMIN OFFICER

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Policy Statement

The Sussex Clubs for Young People (SCYP) Data Protection Policy aims to ensure compliance with the Data Protection Act 1998, which refers to computerised and manual records of personal data.

Control of data collected and stored

Any personal data collected by SCYP shall be stored and processed fairly and lawfully, and only for the purposes for which it has been collected. It shall not exceed the purposes for which it is required. Specifically, personal data will be collected and stored to:

- process job applications
- maintain and process personnel and payroll records of employees
- maintain records of relevant personal details of staff, directors, volunteers and trainees
- maintain contact details for affiliated clubs, emails and records of visits
- maintain personal details of clients/young people using the services/activities provided by SCYP as required by staff (paid or unpaid) to safely and efficiently carry out the service/activity.

Job applications are stored for 12 months and then disposed of confidentially.

Details of young people are disposed of confidentially following the completion of each activity or for the duration of their attendance at a club operated by SCYP staff. No personal data of clients/young people shall be stored longer than is necessary to provide services effectively.

Special efforts will be made to ensure that sensitive data, such as that on health, ethnic origin, trade union membership etc. will not be kept in such a way that the subject's identity is revealed inadvertently to anyone not authorised to use the data for personnel or payroll purposes.

Employee records

It is important that our employment records are up-to-date and staff should notify the Admin Officer in writing, at the earliest opportunity of any change in relevant personal details.

Details held will only be available to staff authorised to deal with personnel matters. Such information will not be made available to any other person or organisation without consent or when legally compelled by an appropriate search by the Police or similar agency.

Staff personal data may be held on a computerised system, together with a manual file. All personal records will be held confidentially and securely and in accordance with the provisions of data protection legislation.

Secure storage

All personal data held by SCYP shall be stored securely at all times in locked filing cabinets in a locked office or secure online storage accessible only to approved SCYP staff, as follows:

- in the case of staff data, management, personnel and payroll staff
- in the case of client data, relevant team staff, and project management.

All computerised data shall be protected so that it is accessible only to authorised staff as above. No personal data shall be removed from the SCYP premises except for medical consent forms required for young people taking part in SCYP organised activities. Consent forms will be held in person by the designated SCYP staff member running the activity and returned to secure office storage immediately after the activity or destroyed as appropriate.

Access to personal data

Anyone on whom personal data is stored shall be informed of what information is stored and how it is processed, and of their rights to access their own records. They shall be given access to all information held on request free of charge at the earliest available opportunity, and permitted to have data corrected or erased if it is incorrect.

Disclosure

No personal information shall be disclosed to another person or agency except with the express permission of the person concerned. The only exceptions to this relates to matters where SCYP are legally bound to pass on information, for example, in relation to any Child Protection issues to the relevant statutory agency or authority.