



DATA PROTECTION POLICY

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers trustees, employees and volunteers. All members of Leeds baby bank are individually responsible for protecting client's data that has been made available to them.

In line with the Data Protection Act 1998 principles, Leeds Baby Bank will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures
- Not to be transferred outside the European Economic Area (EEA)

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

- **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
- **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
- **Stewardship:** Those collecting personal data have a duty of care to protect this data throughout the data life span.

Under the Data Protection Guardianship Code, overall responsibility for personal data in a not for profit organisation rests with the governing body. In the case of Leeds Baby Bank, this is the trustees.

The governing body delegates tasks to the Data Controller. The Data Controller is responsible for:

- understanding and communicating obligations under the Act
- identifying potential problem areas or risks
- producing clear and effective procedures
- notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes

All staff, trustees and volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

Only information required for the performance of the referral will be requested and stored by members of the Leeds Baby Bank. Personal sensitive information will not be used apart from the exact purpose for which permission was given.

All referrals must be made by referral form to the referrals@leedsbabybank.org secure address

and promptly stored in the folder named “Referrals” and information should be stored for no longer than 12 months for performance data reasons.

All referrals are submitted via a secure portal, where users have been approved as professional bodies. The referral details then move through a process from secure CRM storage, to a sales order in a secure inventory management system. The details of the ‘sales orders’ (which contain reduced personal information) are printed and then passed back to the family when the items are provided. We will keep this data secure, and active for the use of the charity activities; but not store any idle data for longer than 48 months.

To justify this time length; we serve families with children 0-5 years old, so are required to store information on what items they may have received throughout this period. Not only is this in the public interest to ensure items are distributed fairly, the information is also used for statistical purposes which aids the charity’s growth.

The password to the aforementioned systems must be kept secure **and will be changed every 90 days**, any breach of security of the referral account will result in automatic loss membership with the charity and possible legal action on the individual concerned.

It is each individual member’s personal responsibility to ensure that under no circumstances should any client information be discussed with anyone outside of the Charity and only discussed or shared internally with those of whom it is absolutely necessary for performance of the referral.

The only exceptions to this policy are contained within the “Safeguarding Policy” for Leeds Baby Bank.

Breach of Leeds Baby Bank policy will result in automatic removal of membership from the charity and could result in legal action being taken against you.

To meet our responsibilities staff, volunteers and trustees will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so.
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do;
- Any disclosure of personal data will be in line with our procedures.

Queries about handling personal information will be dealt with swiftly and politely.

Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:

- On induction sessions with all colleagues
- This policy is read by all colleagues
- General training/ awareness raising: (when needed)

Anyone whose personal information we process has the right to know:

What information we hold and process on them

- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to leedsbabybank@gmail.com

We may also require proof of identity before access is granted. The following forms of ID will be required: A valid passport or drivers licence. Other items may be considered, for this information please contact us at leedsbabybank@gmail.com

We may make a charge of £10 on each occasion access is requested.

This policy will be reviewed at intervals of yearly to ensure it remains up to date and compliant with the law.

I CONFIRM I HAVE READ AND UNDERSTOOD LEEDS BABY BANKS DATA PROTECTION POLICY AND WILL ACT IN ACCORDANCE WITH IT.

I am connected with this organisation in my capacity as a

Volunteer

Trustee/ management committee

member Employee

Signature:

Print name:

Date:

Please return this form to leedsbabybank@gmail.com

