

Personal Data and the Data Protection Act 1998

Personal Data means any data which, together with other information held or likely to be held by the Company, identifies a living individual. This includes any opinion about the individual and any indication of how LASS intends to treat the individual.

LASS complies with the Data Protection requirements of our funders.

The Data Protection Act 1998 (the Act) gives individuals certain rights. It also provides that those who record and use personal data must follow the eight enforceable data protection principles.

The data protection principles provide (in summary) that personal data must be:

- Fairly and lawfully processed
- Obtained or processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than necessary
- Processed in accordance with individuals' rights
- Secure
- Not transferred to countries outside the EEA without adequate protection

"Processing" includes obtaining, recording, holding, disclosing and destroying personal data.

Some personal data is defined as 'sensitive' in the Act and can only be processed under strict conditions. Sensitive personal data is data falling into the following seven categories:

- Racial or ethnic origin;
- Political opinions;
- Religious or other beliefs;
- Trade union membership;
- Health;
- Sex life;
- Criminal proceedings or convictions.

If a member of staff is in breach of this policy they may be subject to disciplinary action which could lead to dismissal. A breach of the Act means that the individual and/or LASS may be prosecuted.

Related policies and procedures included, Equality, IT, Confidentiality.

Processing Personal Data

Below are the requirements that must be followed when your job brings you into contact with personal data.

- Collect and keep only the data that you need to do your job.
- Be honest with people about why you need data. Process data only for the purposes for which you obtained it.
- Record data accurately and keep your own records up to date.
- Don't make subjective comments on individuals unless you can support them with facts.
- Make sure you take immediate and appropriate action if you receive a Subject Access Request or Marketing Opt-out.
- Keep data safe – store paper files securely and lock up or log off PCs when not in use or left unattended.
- Don't store documents containing personal data on shared drives without password protection, or on mobile IT devices (see IT policy).
- Don't share your passwords or write them down.
- Clear personal data from your desk at the end of the day.

- Collect printouts and faxes immediately.
- Dispose of confidential waste securely.
- Take care to keep data safe if you are working from home or travelling to another office.
- Make sure you know who you are talking to before discussing personal data and challenge why they need the data if it's not obvious.
- Be alert to breaches of the Act and make sure that all incidents are reported to your Manager.

Your Personal Data

LASS holds your details confidentially. We will treat your personal data in line with the requirements of the Act.

It is essential that we have up to date information to ensure that:

- You receive any communication that is sent to your home address;
- You are paid to the correct bank account;
- We are able to contact your nominated person in an emergency;
- We have the right information in order to administer policies such as Parental Leave.

If you wish to see the data we hold about you; please contact the CEO who will arrange a time for you to see this.

Whenever your personal circumstances change it is **your responsibility** to inform corporate services and/or the CEO.

- Personal details
- Home address
- Telephone number
- Mailing address (if different from home address)
- Bank account details
- Dependants' details
- Emergency contact details

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