



**Title of Policy:** Data Protection

**Effective Date:** October 2014

**Review Date:** November 2017, Next review due: November 2018

### 1. Rationale or background to policy:

In line with Government legislation, all organizations must meet the requirements of the Data Protection Act 1998.

This document outlines how all staff, volunteers and trustees at Wecan must meet the requirements of the act.

### 2. Policy Statement:

This document outlines the eight principles which form the basis of the Act and which state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with the rights of the subject of the data
- Secure
- Transferred only to countries with adequate data protection.

### 3. Procedures

All Wecan staff involved in managing and handling personal information must understand their responsibilities in complying with the Data Protection Act 1998 (the Act).

The Act includes all data however they are held, on paper or in electronic format, and provides rights to individuals (data subjects) who wish to see the information Wecan holds about them).

It is a legal requirement that Wecan complies with the Act, and all staff, volunteers and trustees have a responsibility to ensure that Wecan complies fully with this legislation.

This Code of Practice has been compiled to facilitate compliance, and all staff, volunteers and trustees should be aware of its content, the key requirements of the Act and of Wecan's Data Protection Policy.

**Personal information** is data which relates to a living individual who can be identified from those data. For the purposes of the Data Protection Policy, it is safest to assume that all information about a living, identifiable individual is personal data and should be dealt with accordingly.

