

Families Fighting for Justice and O.L.L.Y

(Our Lost Love Years)

Confidentiality and Data Protection Guidelines

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Most volunteer involving organisations hold information on their staff, volunteers and perhaps their clients. This information is likely to be personal data, and therefore subject to the 1998 Data Protection Act which gives rights to Data Subjects (the people whose data you have) and creates a framework of good practice for those holding personal data. If you collect and hold personal data on individuals, then you are legally required to comply with the Act.

What is the Data Protection Act?

The Data protection act 1998 regulates the collection, storage, use and disclosure of information about individuals by organisations. Any organisation that keeps information about individuals must comply with the act.

Data Protection Principles

Eight principles are defined to ensure that all 'personal data' is handled properly. The act states that the data must be:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

All employees paid/unpaid must conform in accordance with these principles.

Under S.51 (1) It shall be the duty of the commissioner to promote the following of good practice by data controllers and so to perform his functions under this Act as to promote the observance of the requirements of this Act by Data Controllers.

Under Schedule 5 (1) the corporation sole by the name of the Data Protection Registrar established by the Data Protection Act 1984 shall continue in existence by the name of (Information Commissioner).

Why is following these principles important?

Failure to observe these principles puts the professional reputation of your organisation at risk. Good information handling enhances your organisation's reputation by increasing member, customer and partner confidence in the organisation. Data protection is the responsibility of all members as well as all staff and agency or contract employees.