

**South Lockleaze & Purdown Neighbourhood Group, C.I.C.**

**Title: Data Protection Policy**

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South Lockleaze & Purdown Neighbourhood Group C.I.C. (“The Group” hereafter) recognises the need to comply with the various laws regulating the processing of personal data. It is our desire that volunteers and employees recognise the risks involved when dealing with such information and fully understand the steps that must be taken in order to minimise such risks. It is The Group’s policy to educate and inform volunteers/employees about the dangers of inappropriate and illegal use of the personal data they may have access to.

Whenever you are involved in processing any personal data, you must ensure that all associated procedures have been sanctioned. You must only operate within sanctioned procedures:-

- If for any reason registration of the information is withdrawn you must stop using the particular data immediately.
- You must ensure that your appropriate records are maintained and safe and are only used to perform your particular role.
- You must ensure that all personal data is used, held and disclosed only for the registered purpose: you should not use any of the systems outside of this criteria.
- Information must be collected and processed in a prudent and lawful manner and should be kept up to date and accurate at all times.
- Information must not be transferred to countries outside the EU without authorisation.
- The information should only be retained for the period necessary, and for the purpose for which it is held.

If you have any concerns or questions regarding the processing or use of personal data you should contact The Group’s directors. If in any doubt you should cease to process the information.

If you are required to use electronic equipment such as a computer or data-holding device your actions should comply with this policy. It is your responsibility to ensure that reasonable measures are taken to ensure the security of information contained within them. Such measures include keeping equipment in a lockable location when not in use and/or using password protection for files containing information covered by data protection legislation.

A breach of the data protection regulations or failure to adhere to The Group’s policies could have serious repercussions for The Group and for yourself, if you are found to be responsible. It may also be treated as a serious disciplinary matter and may result in the termination of your role with us.

If you are aware of any breach of Data Protection you must bring it to the attention of The Group’s directors immediately. Any failure to do this may result in disciplinary action against you.

If you have access to or are responsible for collecting personal information that relates to any of The Group's clients or employees, the above guidelines should be strictly adhered to.

As a volunteer/member of staff, you need to be aware that The Group will hold details pertinent to your role/employment on file as part of its personnel records. This may include sensitive information. This information may be processed for administrative or legal purposes or as required by your continued volunteering/employment. This may include passing certain related data to third parties such as government authorities, suppliers or contractor organisations supplying services which require the use or creation of employee data particularly (for example, payroll). Your data may also be used in emergency situations, to protect the legal interests and other rights of The Group or in other situations where you have consented to the disclosure of such information.

The following are examples of information which may be retained by The Group as part of its personnel records. The list is not exclusive or exhaustive:-

- References obtained during recruitment (volunteering or paid work)
- Details of terms of volunteering/employment
- Payroll, tax and National Insurance information
- Performance information
- Details of job duties
- Health records
- Absence records, including holiday records and self-certification forms
- Details of any disciplinary investigations and proceedings
- Training records
- Contact names and addresses

It should also be noted that The Group might hold the following information about you, for which disclosure will be made only when strictly necessary for the purposes set out below:-

- Your health, for the purposes of compliance with our health and safety obligations.
- For the purposes of personnel management and administration, for example, to consider how your health affects your ability to do your role and, if you are disabled, whether you require any reasonable adjustment to be made to assist you at The Group.
- The administration of insurance, pension, sick pay and other related benefits in force from time to time if appropriate.
- In connection with unspent convictions to enable us to assess your suitability in volunteering/employment for relevant roles.

The Group will endeavour to update personnel files on a regular basis. It is your responsibility to ensure that any changes in personal details are communicated in writing to The Group immediately, or as soon after the change as is practicable; and to inform your next of kin (or whoever you give as an emergency contact) that their details may be held on a personnel file.