

# Data Protection Policy

## 1. Policy statement

Walton Parish Nursing is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers, staff and others in accordance with The Data Protection Act 1998. The policy applies to all volunteers and staff undertaking duties on behalf of Walton Parish Nursing. Any breach of The Data Protection Act 1998 is considered to be an offence and, in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with Walton Parish Nursing, and who have access to personal information, will be expected to have read this policy and to comply with it. It is expected that any staff or volunteers who deal with external organisations will take responsibility for ensuring that this is understood and agreed to.

## 2. Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, are processed with their consent.

## 3. Managing Data Protection

Data may be held by us for the following purposes:

- Staff Administration
- Fundraising
- Accounts & Records
- Information and Statistics
- Research
- Client Records

## 4. Data Protection Principles

In terms of the Data Protection Act 1998, Walton Parish Nursing is the 'data controller', and as such determines the purpose for which and the manner in which any personal data are processed. We must ensure that data is:

### a. Processed fairly and lawfully

The Walton Parish Nursing logo should appear on all documents involving personal data. Intentions on how the data will be processed and who will see the data should be stated, along with an indication of how long the data will be kept.

### b. Processed for limited purpose

Data will not be used for a purpose other than that agreed between individual staff, volunteers and their clients. If the data held by us are requested by external organisations for any reason,

this will only be passed on with the agreement of the person to whom it refers. If they are in no fit state to agree, they should be informed why we are passing the data on. In addition, external organisations must state the purpose of processing, agree not to copy the data for further use, and abide by The Data Protection Act 1998 and the Walton Parish Nursing Data Protection Policy.

**c. Adequate, relevant and not excessive**

Care must be taken to ensure that we only hold data that are relevant to our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held.

**d. Accurate and up-to-date**

Data held by us must be accurate and up-to-date. All those involved in Walton Parish Nursing should notify any changes to enable personnel records to be updated accordingly.

**e. Secure**

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All computers and other storage devices must have a log in system that is password protected, which allows only authorised staff to access personal and client data. It is recommended that all passwords on all devices are changed frequently. All written personal and financial data should be kept in a locked filing cabinet and only accessed by the paid staff or trustees. When staff members are using electronic devices out of the office, care should always be taken to ensure that personal data on screen is not visible or otherwise accessible to unauthorised persons.

## **5. Compliance**

This policy will be overseen and implemented by either a member of the Management Team or a Trustee appointed by the Management Team.