



VIABLES COMMUNITY ASSOCIATION DATA PROTECTION POLICY

Data Protection Act 1998

The Data Protection Act 1998 took effect on 1 March 2000 and supersedes the Data Protection Act 1984. The Act protects a data subject (any individual on whom data is held) from unlawful processing of data and gives right of access to that data.

Under the new Act, essentially all aspects of handling data qualify as processing. Any data user involved, for example, in the collection, storage, retrieval, alteration, destruction or erasure of data will need to work within the requirements of the Act. In addition, the definition of data is no longer restricted to automatically processed information but also includes manual records.

Viabes Community Association needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry out our work. This personal information must be collected and dealt with appropriately— whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the new Data Protection Act and General Data Protection Regulation (GDPR) of May 2018. The Data Protection Act 1998 took effect on 1 March 2000, and supersedes the Data Protection Act 1984. The Act protects a data subject (any individual on whom data is held) from unlawful processing of data, and gives right of access to that data.

Remember Data Protection now applies to some paper documents.

VIABLES COMMUNITY ASSOCIATION Policy

1. VIABLES COMMUNITY ASSOCIATION recognises the public's and voluntary/community sector's expectation that their personal information will be handled in accordance with the law.
2. VIABLES COMMUNITY ASSOCIATION regards the lawful and correct treatment of personal information as important to successful operations and to maintaining the confidence of those people it deals with.
3. VIABLES COMMUNITY ASSOCIATION fully endorses and will adhere to the eight principles of the Data Protection Act 1998. See Appendix 1 for the Eight Principles.
4. You should familiarise yourself with Codes of Practice and Operating Guidelines relevant to you and implement them.
- 5. Breaking data protection law could lead you into prosecution and dismissal!**
6. Disclosure of Personal Information

- **DO** treat personal data with care
- **DO** check identities of people by either asking a question that only a bone-fide caller would know before
 - Disclosing information by phone
or ask to see some form of identification before
 - Disclosing information by interview
- **DO** check there is a need to know basis before disclosing to colleagues
- **DO** use confidential waste to dispose of documents containing personal data
- **DO** ensure other people cannot see personal data on your computer system or the documents you are using if they have no need to
- **DO** not leave personal data on your desk when you are not there
- **DO** make sure you have adequate secure storage for documents
- **DO** use passwords to protect the data on your computer system and don't share your login and password
- **ONLY** use personal data for the purpose it was collected
- **ONLY** disclose personal data to those people who have a right and a need to know
- **ONLY** disclose personal data to authorised third parties

7. **If You Are In Any Doubt, Don't Disclose, Seek Advice**

Monitoring and Review

The Senior Management Team, with adequate consultation of the Board of Trustees, will regularly review the operation of this policy.

Agreed by VIABLES COMMUNITY ASSOCIATION	
Signature B. Hibbert	Date July 2021