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# Data Protection Policy

## 1. Introduction

The Data Protection Act covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.

The Act is based on the right of the individual (the Data Subject) to know what information is being held about them and how the information will be used. The Act sets out principles to ensure that personal data is:

- processed fairly and lawfully
- obtained only for specified purposes
- relevant to the purposes for which it is processed
- accurate and kept up-to-date
- not kept for longer than is necessary
- processed according to the rights of the Data Subject under the Act
- protected against unauthorised processing, accidental loss or damage
- not transferred to areas outside of the European Union (including via websites)

Live Well with Cancer (LWC) holds personal information on volunteers, staff and service users. LWC seeks to comply with both the letter and the spirit of the Act.

## 2. Scope of the policy

- Staff and volunteer personal records will be kept at LWC in accordance with its procedures.
- LWC staff and volunteers, other than the [DESIGNATED PERSON]\* in the course of their duty, do not have access to information on other staff or volunteers.
- When staff and volunteers leave, all personnel documents will be kept in accordance with LWC's procedures.
- Staff and volunteers have the right to see the information held on them by LWC. Requests should be in writing to [DESIGNATED PERSON] and LWC will provide a copy of the information within two weeks of receiving the request. No charge is made.
- Information about individuals will not be disclosed to any third party outside of LWC without the permission of the individual.
- Where photographs of staff and/or volunteers are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for a specified length of time.

\* The Designated Person would normally be the most senior nominated Trustee.

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### 3. Staff/Volunteers/Facilitators

- LWC will use your personal data to help us organise and keep you informed about the workshops/groups/events that you would like to come to. We can do this because we have a legitimate interest in knowing who is participating in our activities and in being able to share with them details of our workshops/groups/events (including any changes) and related activities. We will only keep and use additional optional information with your consent.
- You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical.
- If you no longer wish us to have or use your data, you can tell us in writing to remove your data completely from our records and we must do so as soon as is reasonably practical.
- We only share your personal data with other people (workshop facilitators) when it is necessary to do so for us to run our workshops/groups/events efficiently and in the way that you would like. We do not share your data with anyone else.
- We only keep your personal data while you come to our activities, either regularly or from time-to-time. If we have not seen you at one of our activities for 2 years, we will delete your data.
- You are under no legal obligation to give us your personal data if you do not wish to.
- LWC does not use computers to analyse your data in order to make computer decisions about what communications the charity should, or should not, send to you.
- If you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data, you are entitled to complain to the Information Commission.

#### Document Details

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