

DATA PROTECTION POLICY

Introduction

Plymouth Dance collects and uses personal information about Board directors, Steering Group members, paid staff, volunteers, service users and other individuals who come into contact with the organisation. This information is gathered in order to enable it to provide public services and other associated functions.

Purpose of this policy

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998 and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All paid staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities and should adhere to these guidelines.

What is personal information?

Personal information is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and, where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. 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 data protection.

Plymouth Dance's legal obligations

Plymouth Dance handles and stores personal information about Board directors, Steering Group members, paid staff, volunteers, service users and other individuals who come into contact with the organisation. Under the Data Protection Act 1998, Plymouth Dance is legally obliged to protect this information and is committed to maintaining the data protection principles at all times.

Therefore, Plymouth Dance will:

- only collect the personal information it needs for specific purposes.
- inform individuals what information is held about them and what it is used for and allow any individual to see the information that is held about them thereafter.
- inform individuals why the information is being collected when it is collected.
- inform individuals when their information is shared, with whom and why it was shared.
- ensure information is relevant, up to date and only kept for as long as it is needed.
- ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- share information with others only when it is legally appropriate to do so.
- follow procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- ensure our paid staff are aware of and understand our policies and procedures with regard to data protection.
- notify the Information Commissioner's Office that it processes personal information.

Allowing individuals to see their information (Subject Access Requests)

Board directors, Steering Group members, paid staff, volunteers, service users and other individuals who come into contact with the organisation have the right to see the personal information which Plymouth Dance holds about them, and to correct the information if it is wrong. Under the Data Protection Act 1998, they can send a subject access request to Plymouth Dance (in writing or by email). The Coordinating Producer will be the contact point for any subject access requests.

Remote working in relation to COVID-19

- Due to all work being carried out online during the COVID-19 period, staff should be extra cautious of cyber threats and scams.
- Where personal devices are being used, staff should keep passwords on all devices and data and update passwords regularly. Individuals' Wi-Fi networks should be checked to be as secure as possible.
- Personnel data should be adequately safeguarded. Staff should take extra care of protecting their own security and privacy whilst working remotely.
- The more sensitive the data, the more robust the applicable security measures must be.

Complaints

Complaints about the above procedures will be dealt with in accordance with Plymouth Dance's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator); contact details are given below.

Contacts

If you have any enquires or concerns in relation to this policy and procedures, please contact the Coordinating Producer admin@plymouthdance.org.uk.

Further advice and information is available from the Information Commissioner's Office, www.ico.org.uk or telephone the helpline on 0303 123 1113.

All Plymouth Dance policies are to be read annually by all Plymouth Dance Directors, staff and volunteers, as well as whenever a policy is updated.

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