

# Data Protection Policy

## Worcester Action for Youth

Last updated	26 November 2018
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### Definitions

<b>Charity</b>	means Worcester Action for Youth, a registered charity No. 1169888
<b>GDPR</b>	means the General Data Protection Regulation.
<b>Responsible Person</b>	means Sarah Mason
<b>Register of Systems</b>	means a register of all systems or contexts in which personal data is processed by the Charity, as set out in Appendix A.

#### 1. Data protection principles

The Charity is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

## **2. General provisions**

- a. This policy applies to all personal data processed by the Charity.
- b. The Responsible Person shall take responsibility for the Charity’s ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.

## **3. Lawful, fair and transparent processing**

- a. To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems, as set out in Appendix A.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner.

## **4. Lawful purposes**

- a. All data processed by the charity must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)). In general, the Charity will only hold personal data to comply with a legal obligation but may rely on Consent or Legitimate Interest for certain types of data.
- b. The Charity shall note the appropriate lawful basis in the Register of Systems (Appendix A)
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent shall be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Charity’s systems.

## **5. Data minimisation**

- a. The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

## **6. Accuracy**

- a. The Charity shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

## **7. Archiving / removal**

- a. To ensure that personal data is kept for no longer than necessary, the Charity shall

annually review the personal data that it holds, considering what data should/must be retained, for how long, and why.

- b. Data retention periods are set out in Appendix A

## **8. Security**

- a. The Charity shall ensure that personal data is stored securely using appropriate software that is kept-up-to-date and password protected. Where the data is held in paper form, it will be stored in a locked cabinet.
- b. Access to personal data shall be limited to personnel who need access and appropriate security shall be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up solutions shall be in place.

## **9. Breach**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

END OF POLICY

# DATA AUDIT

Review of all databases, email lists, spreadsheets, paper documents and other lists of personal data.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
<i><b>Example:</b> Gift Aid Declarations</i>	<i>For claiming Gift Aid</i>	<i>Legal obligation</i>	<i>Held by Gift Aid Officer. Also accessed by treasurer</i>	<i>Paper declarations kept in a filing cabinet. Spreadsheet on PC</i>	<i>Six complete calendar years after last gift claimed on the declaration</i>	<i>Yes</i>	<i>Password protect the spreadsheet</i>
Payroll software	To pay wages to staff and Activity Workers	Legal obligation	Payroll software and database held on Treasurer's laptop. Backup of data held on Treasurer's PC	Boot-up and screen save password on laptop and also on PC	Minimum 3 years after tax year end. Keep salary/pay, redundancy records, SSP/SMP for six years alongside other personnel records	Yes	None
Payroll spreadsheet	Used to double-check the payroll amounts and	Legitimate interest	Spreadsheet held on Treasurer's PC	Boot-up and screen save password on PC and	Minimum 3 years after tax year end. Keep for six	Yes	Password added to spreadsheet

	combine with expenses not on the payroll system. Used to notify employees of monthly payment			password on spreadsheet	years alongside other personnel records		
Personnel files	To maintain appropriate records of employees	Legal obligation and contract	Files stored in locked cabinet. Access only by WAY Manager and Chair of Trustees	Stored in locked cabinet	Current Employees – indefinitely. Former employees – six years	Yes	None
Recruitments records (unsuccessful candidates)	In order to recruit employees	Legal obligation	Files stored in locked cabinet. Emails stored in email system. Access only by WAY Manager and Chair of Trustees	Stored in locked cabinet  Password protection of email system	One year	Yes	None
DBS checks	To meet legal requirement	Legal obligation	Stored on personnel files in locked cabinet. Access only by WAY Manager and Chair of Trustees	Stored in locked cabinet	Six months	Yes	None
Pension auto-enrolment and opt-outs	To meet legal requirement to offer pensions	Legal obligation	Stored on personnel files in locked cabinet. Access only by	Stored in locked cabinet	Six years, except for opt-outs which are kept for four years	Yes	None

			WAY Manager and Chair of Trustees				
Email contact details	To enable contact with youth organisations using WAY's services and to contact Activity Workers	Legitimate interest	Stored in email system. Access by WAY Manager, admin staff and Chair of Trustees	Password protected of email system	Current contacts – indefinitely, Former contacts – six years	Yes	None
Trustee details. Name, address and phone number	To meet legal requirement	Legal obligation	Files stored in locked cabinet. Access only by WAY Manager and Chair of Trustees	Stored in locked cabinet	Current Trustees – indefinitely. Former Trustees – six years	Yes	None
Donor details (personal donors only). Name of donor	To satisfy requirement to keep adequate accounting records	Legal obligation	Donor details recorded in Quickbooks accounting software accessible by Treasurer	Stored on Treasurer's PC with boot-up and screen save password. Accessed through Quickbooks on-line system with password	Six years	Yes	None
Working time records for employees	Legal requirement and contract	Legal obligation	Timesheets held with payment records in payment vouchers file accessible by	Stored in locked cabinet	Six years	Yes	None

			Treasurer and WAY Manager				
Attendees at activity sessions. First name of youth, first three digits of postcode and age range recorded	To monitor that the Charity's objectives are being met and to fulfil grant requirements	Legitimate interest. Individuals cannot be identified from the data collected	Attendance logs are held by and accessible to the WAY Manager	Stored in a locked cabinet	Six years	Yes	None
Ambassadors Project. First name of youth and age range recorded	To monitor that the Charity's objectives are being met and to fulfil grant requirements	Legitimate interest. Individuals cannot be identified from the data collected	Interview responses and analysis are held by Activity Evaluator and in a spreadsheet held on Activity Evaluator computer and WAY Manager's computer	Stored in a locked cabinet.  Boot-up and screen save password  Spreadsheet password	Six years	Yes	Password added to spreadsheet
Gift Aid declarations (none currently)	Legal requirement	Legal obligation	Held and accessible by the WAY Manager	Store in locked cabinet	Six years	Yes	None

