



## **Data Protection Policy**

This policy is intended to detail how Sussex Against Bullying collects, records and stores information in accordance with the General Data Protection Regulation Act 2018 (GDPR) and the Data protection act 1998. Sussex Against Bullying holds personal information on organisations, staff, volunteers and service users. They seek to comply with both the letter and spirit of the act.

### **1. Rights of the individual**

- (a) The Data Protection act is based on the rights of the individual (the Data Subject) to know what information is being held about the, 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 specific purposes
  - relevant to the purposes for which it is processed
  - not kept for longer than necessary
  - Processed accordingly to 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)

### **2. Information collection**

- (a) Information relating to a member of staff, volunteer or service user will be obtained if relevant to the organisation.
- (b) Personal Information will be clearly marked as confidential.
- (c) Information will be shared with Sussex Against Bullying via the contact form volunteers and 'refer a young person form' via our website. By entering the information onto these forms the inputter agrees that this information can be shared with the appropriate agencies if there is a safeguarding concern.
- (d) For peace of mind, we have provided our referral form as a word document format on our website which can be filled out and sent to us via email. There is no information stored on our website.

### **3. Information storage**

- (a) Staff and volunteer's personal records will be kept within Sussex Against Bullying in accordance with its procedures.
- (b) Sussex Against Bullying staff and volunteers in the course of their duty do not have access to information on other staff or volunteers only specific managers/trustees shall have access to this



- (c) Information held on written documentation will be stored within a lockable location. Information held electronically will be within a password protected storage facility.
- (d) Information held on our personal data matrix will be reviewed annually to ensure it is up to date and relevant.
- (e) Information no longer relevant or required will be securely deleted from electronic storage and paper documentation securely disposed of.
- (f) We do everything in our power to ensure that our website is secure and no unauthorised person/persons are able to access sensitive information. No sensitive information shall be stored on our website, we have added an SSL certificate (Secure Socket Layer) Encryption, in addition anti-hacking and security software on the website.
- (g) As added security we do not store sensitive information on the website.

#### **4. Access to information**

- (a) Staff and volunteer's information may be accessed in the case of emergency by another member of staff or for organisational need by the youth service manager, CEO, COO or trustees.
- (b) Staff and volunteers have a right to see the information held by Sussex Against Bullying. Requests should be in writing and should be addressed to [benjamin@sussexab.org.uk](mailto:benjamin@sussexab.org.uk) No charge for information requests are made.
- (c) Information about individuals will not be disclosed to any third-party outside Sussex Against Bullying without the permission of the individual.
- (d) Where photographs of staff/volunteers are used to publicise or promote the organisation, permission will be sought from the individuals and the photograph used for a specified length of time.
- (e) We will only share child information with outside agencies on a need to know basis and with consent from the parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g., police, child protective services, etc)
- (f) If we decide to share information without parent consent, we will record this in the child's file, clearly stating our reasons.
- (g) Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to take online bookings, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

#### **5. GDPR**

- (a) Sussex Against Bullying complies with the requirements of the General Data Protection Regulations (GDPR), regarding obtaining, storing and using personal data.

We are registered with the Information Commissioners office  
Registration number: ZB037961

Review date: 10<sup>th</sup> April 2022  
Reviewing person: Benjamin Checkley