

Data Protection Policy



Focus

Empowering individuals
to live independent lives

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1. INTRODUCTION

1.1 Background

focus needs to collect personal information about people with whom it deals in order to carry out its business and provide its services. Such people include patients, employees (present, past and prospective), suppliers and other business contacts. This information includes name, address, email address, date of birth, private and confidential information, sensitive information. No matter how it is collected, recorded and used (on a computer or on paper) this personal information must be dealt with properly to ensure compliance with the Data Protection Act 1998.

The lawful and proper treatment of personal information by focus is extremely important to the success of focus and in order to maintain the confidence of service users, carers and employees. focus will ensure it treats personal information lawfully and correctly.

1.2 Data Protection Principles

focus fully supports and complies with the eight principles of the Data Protection Act which are summarised below.

Personal data: -

- Shall be processed fairly and lawfully
- Be obtained / processed for specific lawful purposes
- Must be adequate, relevant and not excessive
- Must be accurate and kept up to date
- Shall not be kept for longer than necessary
- Shall be processed in accordance with rights of data subjects
- Must be kept secure

1.3 Scope

This Policy applies to all members of staff, Students/Placement/Agency staff, volunteers, contractors and sub-contractors and any other person representing or acting on behalf of focus.

2. ROLES AND RESPONSIBILITIES

2.1 Head of Business and Governance

The Head of Business and Governance will be responsible for:

- Ensuring training is in place for those who handle personal information
- Providing a clear line of report and supervision for compliance with data protection
- Ensure any focus notifications to the Information Commissioner is updated to take account of any changes in processing of personal data
- Ensure appropriate Data Protection procedures are in place

2.2 Employees

All employees will:

- Observe all guidance and procedures about the collection and use of personal information
- Collect and process appropriate information only in accordance with the purposes for which it is to be used by focus to meet its responsibilities
- Ensure the information is correctly input into focus computer systems
- Ensure the information is destroyed (in accordance with the provisions of the Data protection Act) when it is no longer required
- On receipt of a request from an individual for information held about them notify the Digital Information Team who will initiate the Subject Access to Records (SARs) procedure.
- Understand that breaches of this policy may result in Disciplinary action including dismissal.

3. POLICY REVIEW

This policy will be reviewed within a three year period as part of a rolling programme unless there are any changes in legislation.

4. REFERENCES

Subject Access to Records Procedure