

InterACT Data Protection Policy

Reviewed November 2023

This document should be used in conjunction with InterACT's Data Protection Procedures and Responsibilities document for staff, freelancers, volunteers and trustees

Policy Statement

InterACT Church and Community Partnership collects and uses information about people with whom it communicates.

This personal information must be dealt with properly and securely, however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material.

InterACT regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain confidence between those with whom it deals.

To this end InterACT fully endorses and adheres to the principles of current data protection law, namely the General Data Protection Regulation.

Purpose

The purpose of this policy is to ensure that the staff, volunteers, management and trustees of InterACT are clear about the purpose and principles of data protection and to ensure that it has guidelines and procedures in place which are consistently followed.

Failure to adhere to the GDPR is unlawful and could result in legal action being taken against InterACT or its staff, volunteers or trustees.

Principles

The GDPR regulates the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin the Regulation. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this, InterACT follows the six principles outlined in the GDPR, which are summarised below:

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1. Lawful, fair and transparent

In practice: There has to be legitimate grounds for collecting the data and it must not have a negative effect on the person or be used in a way they wouldn't expect.

2. Limited for its purpose

In practice: Data should be collected for specified and explicit purposes and not used in a way someone wouldn't expect.

3. Adequate and necessary

In practice: It must be clear why the data is being collected and what will be done with it. Unnecessary data or information without any purpose should not be collected.

4. Accurate

In practice: Reasonable steps must be taken to keep the information up to date and to change it if it is inaccurate.

5. Not kept longer than needed

In practice: Data should not be kept for longer than is needed, and it must be properly destroyed or deleted when it is no longer used or goes out of date.

6. Integrity and confidentiality

In practice: Data should be processed in a way that ensures appropriate security, including protection against unauthorised or unlawful processing, loss, damage or destruction, and kept safe and secure.

The principles apply to "personal data", which is information held on computer or in manual filing systems from which an individual is identifiable. InterACT's employees, volunteers, management and trustees who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

Safeguarding

It may be considered that exclusions apply to elements of this policy for the purposes of safeguarding individuals. It is essential that all such assessments be properly recorded and revisited regularly. InterACT accepts responsibility for proving that the legitimacy of such exclusions have been carefully considered and that, notwithstanding this assessment, the 6 key principals of the GDPR will be maintained as much as possible.

Consent by proxy

Carers will be given permission to give consent on behalf of others whenever they are legal allowed or obliged to do so. However, InterACT also acknowledges the privacy of those individuals unable to give consent and will, as much as is practicable, seek to identify and respect their wishes. In all other ways, their data will be treated as per the guidelines of this policy.