

Sunbeams Play

6.1 DATA PROTECTION POLICY

Key Points:

- * The Data Protection Act, 1984, requires that data users register the purposes for which they hold personal data, with the Data Protection Registrar.
- * Non-compliance with the requirements and principles of the Data Protection Act can result in legal action being taken.

Action Checklist

You Must:

1. Register with the Data Protection Registrar the purposes for which you are holding personal data and provide a brief description of the data, including the source and the persons to whom the data may be disclosed.
2. Comply with the Data Protection Principles:

Personal Data Must:
 - Be obtained and processed fairly and lawfully.
 - Only be held for specified, lawful and registered purposes.
 - Be adequate, relevant and not excessive for the purpose for which they are held.
 - Be accurate and where necessary kept up to date.
 - Not be kept for longer than necessary.
 - Be available to the individual concerned on request.
 - Be kept securely.
3. Only disclose personal data for registered purposes (unless an exemption applies).
4. Request coverable costs only (up to £10.00) to cover the costs incurred of giving access to information.
5. Complete a search and forward a response to individuals who request a search within 40 days.
6. Ensure the safekeeping and security of confidential information.
7. Ensure that at all times, when using computers, cameras and any recording system all authorized personnel will use approved Sunbeams Play procedures, hardware and software.
8. Maintain a list of all authorised users of computer facilities.
9. Store all computer files, external memory drives in a lockable fireproof container.
10. Ensure that computer screen displays are located out of the public view.
11. Ensure that computers used for the processing of personal data are password

protected.

12. Register the fact that personal data are transmitted electronically overseas (e.g. via modem or by sending a disc abroad) if this is occurring within your scheme.
13. Take disciplinary action against any member of staff who does not observe the requirements of the Data Protection Policy.

YOU SHOULD:

1. Keep all formal requests for information, including the date, name of the person and/or agency making the request, reason for the request and action taken.
2. Dispose of all printed material containing personal data as confidential waste e.g. by shredding or burning.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

_____	_____
_____	_____
_____	_____