

# Sunbeams Play

A haven for children and  
young people with Autism

## 6.1 DATA PROTECTION POLICY

### Key Points:

The Data Protection Act, 1984, 1998 and 2018 (GDPR) 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.

### We:

1. Are registered with the Data Protection Registrar for the purposes which we hold personal data and have provided 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).
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.

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Registered Charity No:- 1152188



9. Store all computer files, external memory drives in a lockable filing cabinet within a locked room.
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.
13. Take disciplinary action against any member of staff who does not observe the requirements of the Data Protection Policy.
14. Keep all formal requests for information securely, including the date, name of the person and/or agency making the request, reason for the request and action taken.
15. Dispose of all printed material containing personal data as confidential waste e.g. by shredding or burning including uncollected 'All about me' folders.

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)	

