



## **The Shrublands Trust**

### **Data Protection Policy**

The Shrublands Trust is committed to ensuring that its volunteers protect all data, whether kept in paper form or on computers, about the organisation, its procedures and systems, its volunteers and clients confidential at all times.

#### **Introduction**

The Data Protection Act 1998 and the Freedom of Information Act 2000 regulates and is concerned with personal data and/or to access information about living and identifiable individuals. Personal data can be as little as someone's name and address. Listed below are the main Data Protection Principles:

#### **Data must be:**

1. Obtained fairly and lawfully
2. Held only for specific and lawful purposes and not processed in any matter incompatible with those purposes
3. Relevant, adequate and not excessive for those purposes
4. Accurate and, where necessary, kept up to date
5. Not kept longer than necessary for the purpose the data is being held and should be processed in accordance with the rights of Data Subjects under the Data Protection Act.
6. This means that individuals have the right, amongst other things to:
  - Be informed upon request of all information held about them by the organisation
  - Prevent the processing of their data for the purposes of direct marketing
  - The removal or correction of any incorrect data held about them
  - Requires the organisation to ensure that they have adequate security precautions in place to prevent the loss, destruction or unauthorised disclosure of the data

#### **Retention of information**

The Shrublands Trust will securely retain all information held on its volunteers, clients and of a financial nature in paper or on a computer at all times. A backup of all records of The Shrublands Trust clients which are held on any computer, will be stored in a secure location. Any breach or unauthorised disclosure of clients information held by The Shrublands Trust, will be urgently investigated and may result in being dealt with under The Shrublands Trust 'Disciplinary policy'.

#### **Requests for information**

The Data Protection Act 1998 provides a right of access to individuals in respect of personal data of which they are subjects. Upon making a written request, amongst other things The Shrublands Trust volunteers and clients are entitled to be provided with a record of all personal data held by The Shrublands Trust within 40 days of receipt of the request.

- The information which forms any such personal data; and
- Any information available to the organisation and a description of why their information is processed, anyone it may be disclosed to and any information available about the source of the data. The information may be sent electronically, by letter or computer printout.



### **Training**

Upon taking up a role volunteers will receive induction training on the importance of keeping data about The Shrublands Trust clients, confidential and secure at all times.

### **Implementation**

The trustees of the Shrublands Trust are responsible for ensuring this policy is communicated and implemented to all volunteers. The Manager will be responsible for the administration and monitoring the effectiveness of the policy.

### **Complaints**

Any volunteer or client who feel this policy has been unfairly applied or has suffered loss or damage as a result of action by The Shrublands Trust may complain by using The Shrublands Trust 'Complaints Policy'.

### **Compliance**

The manager will review its monitoring records in order to assess how successfully the policy is being implemented. Positive steps will be taken to redress any imbalances revealed during the monitoring in consultation with the trustees of The Shrublands Trust.

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