

ABBHEY SURE START

DATA PROTECTION POLICY

Information, whether manual or computerised, will not be obtained, processed, recorded or held on any person, unless it is strictly necessary.

Personnel will not request or record information unless it is strictly necessary for the task in hand.

All processing will be fair and lawful in that there will be grounds for processing the information.

Data will not be held on any person without consent, unless it is for the performance of a contract, it is in the interest of the public or there is a legal obligation to hold the data.

Sensitive personal data (racial, ethnic, religious, or political origin) will only be held with consent or for the purposes of monitoring equal opportunity or legal rights.

Access to information held will not be given to unauthorised persons

Records will be destroyed in line with our retention and disposal policy.

Access to data will be restricted to authorised users and adequate security measures, including computer passwords, will be in force.

Staff will be advised of any changes in legislation or policies.

Clients will be granted access, following a written request, to any personal data held on them by ABBHEY Sure Start.