

## **Data Protection Policy**

The Data Protection Act 1998 requires every Data Controller who is processing personal data to notify unless they are exempt. Failure to notify is a criminal offence. Education 4 Everyone notifies each year for the following purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Advertising, marketing and public relations for others
- Consultancy and advisory services
- Education
- Information and databank administration
- Journalism and media
- Legal services
- Realising the objectives of the company
- Research
- Trading/sharing in personal information

If Education 4 Everyone needs to collect data for any purpose not stated above, we should notify the Information Commissioner before collecting that data.

### **Eight Data Protection Principles**

Whenever collecting information about people Education 4 Everyone agrees to apply the Eight Data Protection Principles:

1. Personal data should be processed fairly and lawfully
2. Personal data should be obtained only for the purpose specified
3. Data should be adequate, relevant and not excessive for the purposes required
4. Accurate and kept up-to-date
5. Data should not be kept for longer than is necessary for purpose
6. Data processed in accordance with the rights of data subjects under this act
7. Security: appropriate technical and organisational measures should be taken to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
8. Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection.

### **Notes for Education 4 Everyone**

- People should be told exactly what the information is being collected for and any other information necessary. We must get their consent to store their personal data.

- We should think in advance about what we wish to do with personal data i.e. if we get names and addresses for a specific campaign we should only use that info for that campaign.
- Individuals have a right to see what data is being kept on them and for what purpose within 40 days of making a written request.
- Same principals need to apply when data is taken out of the office.

### **Working from home**

- Education 4 Everyone keeps a record of which staff take work home with them.
- If working on something at home and at work staff should keep both sets of information up to date.
- Home computers should have records removed once project / work records are no longer needed at home
- Staff agree to keep work taken home secure, to return all work-related material upon the completion / termination of their contract; and the Charity should be informed if information may have got into the wrong hands.

### Security Statement

Education 4 Everyone has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

This includes:

- Adopting an information security policy (this document is our policy)
- Taking steps to control physical security
- Putting in place controls on access to information (*password protection on files; computer and server access*)
- Establishing a business continuity / disaster recovery plan (Education 4 Everyone takes regular back-ups of its computer data files and this is stored away from the office at a safe location)
- Training all staff on security systems and procedures
- Detecting and investigating breaches of security should they occur