

## Data Protection and IT Statement

1. Hampshire & Isle of Wight Community Foundation (HIWCF) needs to collect and use certain types of information about the Data Subjects with whom it comes into contact in order to carry on its work. This personal information must be collected and dealt with appropriately– whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the terms of the Data Protection Act 1998.
2. The Board of Trustees is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes for which will be used.
3. The Community Foundation may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.
4. Wherever practicable the Data Subject will be made aware how and with whom their information will be shared. There are circumstances where the law allows HIWCF to disclose data without the data subject's consent. These are:
  - carrying out a legal duty or as authorised by the Secretary of State
  - protecting vital interests of a Data Subject or other person
  - the Data Subject has already made the information public
  - conducting any legal proceedings, obtaining legal advice or defending any legal rights
  - monitoring for equal opportunities purposes – i.e. race, disability or religion
  - providing a confidential service where the Data Subject's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.
5. HIWCF Foundation regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom it deals.
6. HIWCF intends to ensure that personal information is treated lawfully and correctly.
7. To this end, HIWCF will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Specifically, the principles require that personal information:
  - shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
  - shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
  - shall be adequate, relevant and not excessive in relation to those purpose(s)
  - shall be accurate and, where necessary, kept up to date,
  - shall not be kept for longer than is necessary
  - shall be processed in accordance with the rights of data subjects under the Act,
  - shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,

- shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.
8. HIWCF will, through appropriate management,:
- observe fully conditions regarding the fair collection and use of information,
  - meet its legal obligations to specify the purposes for which information is used,
  - collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
  - ensure the quality of information used,
  - ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
    - The right to be informed that processing is being undertaken,
    - The right of access to one's personal information
    - The right to prevent processing in certain circumstances and
    - The right to correct, rectify, block or erase information which is regarded as wrong information),
  - take appropriate technical and organisational security measures to safeguard personal information,
  - ensure that personal information is not transferred abroad without suitable safeguards,
  - treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
9. When collecting data, HIWCF will ensure that any Data Subject:
- clearly understands why the information is needed
  - understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
  - as far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
  - is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
  - has received sufficient information on why their data is needed and how it will be used
10. Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.
11. Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.
12. All Data Subjects have the right to access the information held about them.
13. HIWCF will take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.