



## **NEWSTART EDUCATION CENTRE**

### **Data Protection Policy**

Newstart recognizes the responsibility it has in handling personal information and in maintaining the confidence of its stakeholders. We will ensure that personal information is treated lawfully and correctly. Newstart fully endorses and adheres to the principles of data protection as set out in the Data Protection Act 1998.

In order to operate we need to collect and use certain types of information about people with whom we deal. These include current, past and prospective employees, young people who currently attend Newstart and past and prospective attendees.

In addition, we may be required by law to collect and use certain types of information to comply with statutory schemes. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper or in a computer.

Newstart is committed to ensure all personal information collected will be:

1. Processed fairly and lawfully and, in particular, shall not be processed unless specific conditions set out in Schedules 2 and 3 of the Data Protection Act 1998, are met;
2. Obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4. Accurate and where necessary, kept up to date;
5. Not be kept for longer than is necessary for the purpose and retained only for as long as necessary;
6. Processed in accordance with the rights of data subjects under the Act;
7. Kept securely and appropriate measures are adopted to safeguard unauthorised or unlawful processing of personal data and against accidental loss, damage or destruction to personal data;

Therefore Newstart will, through appropriate management and application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;

- Apply checks to determine the length of time information is held;
- 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; the right to correct, rectify, block or erase information which is regarded as wrong.);
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred abroad without suitable safeguards.

In addition, Newstart will ensure that:

- There is someone with specific responsibility for data protection issues within the organisation;
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone handling and managing personal information is appropriately supervised;
- Enquiries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are clearly described;
- A regular review and audit is made of the way personal information is managed;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly reviewed.

Finally, all staff have a duty to make sure that they comply with the Data Protection Principles'

In particular, all staff must ensure that records retained are:

1. Fair
2. Accurate and where necessary up-to-date
3. Kept and disposed of safely and securely

Individual members of staff may be liable in law for any breaches of the Act. They may also be subject to claims for damages from persons harmed or who suffer distress as a result of inaccuracy, unauthorised use or disclosure of their data.

Any deliberate breach of this policy will be treated as a disciplinary matter and serious breaches of the Act may lead to dismissal.

All policies and procedures will be monitored regularly with a view to identifying and dealing with any issues of concern and/or legislative or policy developments.

Signed: \_\_\_\_\_  
On behalf of Newstart Education Centre