

Home-Start HOST GDPR Compliance Guide

DATA PROTECTION – YOUR RESPONSIBILITY

Personal data is any information that identifies a living person. It includes data on a computer system, a written record, a photo, a video or phone recording.

We have a legal duty to protect all personal data that we collect and hold. Failure, whether deliberate or accidental, can lead to prosecution and fines for the organisation and may result in disciplinary action against the employee as gross misconduct.

PROTECTING PERSONAL DATA

Paper records – In the office, keep in locked drawers or cabinets. Paper files must NEVER leave the office.

Computer records – Close down systems when you leave the office for any lengthy period of time (meetings, home visits, lunch). Lock your computer every time you leave your desk by pressing Ctrl, Alt and Delete or the Windows key and L. Keep your password something unique to you and keep it private.

On the phone – Ensure you have parents' permission before providing any information to other agencies and professionals. Ensure you check the identity of the person, for example asking if you are able to return their call on their office number.

In person – Verify identity before providing personal data. Make sure you cannot be overheard. If the person is accompanied, check that they are happy for the person to listen.

Mobile Working – Enable password control on your smartphone or tablet. Regularly purge inbox to remove emails with personal data. Any lost devices must be reported to the office manager immediately.

Sharing data outside HOST – Confirm we have permission to share with other parties. Double check the accuracy of the postal address, email etc. before sending data. If sharing a large quantity of data, confirm the other party has received the data.

COLLECTING PERSONAL DATA

You must;

- Explain to the person why you are collecting data about them and what will be done with it (including any other parties it will be shared with)
- Only collect and record data that is relevant to our purpose.
- Only record data you assess to be accurate. If you need to record hearsay, make it clear in your record whose opinion it is.

If you identify inaccuracies in the personal data in our records, update the data and inform Admin of the correction.

DATA BREACH

We are required by law to report some data breaches to the Information Commissioner. If you become aware of a data breach (e.g. a letter or email containing personal data being sent to the wrong address or a laptop or tablet being stolen or lost) you must report it as soon as possible to your line manager or office manager.

SUBJECT ACCESS REQUEST

If an individual asks to see the data we hold about them or wants to ask us to amend or delete their personal data, we have 30 calendar days to respond to their request;

- Forward any requests to your line manager or office manager who is responsible for acknowledging the request and responding to it.

Declaration

I certify that I have read and understood the Home-Start Oldham, Stockport & Tameside GDPR Compliance Guide, and will abide by the guidance set out within it.

Signed

Print Name

Date.....