

East Sussex Community Voice

Data Protection Act Statement

Policy Schedule

Version	Date of next review by ESCV Board	Date of adoption by ESCV Board
1	n/a	28 th September 2020
2	28 th September 2022	
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This statement applies to staff, board members, volunteers, partner organisations and contracted services.

It relates to the holding and use of all personal information relating to a living and identifiable individual, whether held on computer or in hard copy, CCTV, audio or video recordings or email or any other format in which they are captured and/or stored.

The holding or processing of information on individuals which you may handle in the course of your duties is subject to the General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

Confidentiality of personal data must be maintained by not releasing personal information to third parties (individuals or organisations) without the express consent of the individual, except under particular circumstances and where the legislation makes provision for this or any other relevant legislation may apply.

Individuals should be provided with sufficient information so that they understand why their data is being captured and how it may be used. If no other legal condition applies, then the individual's consent must be obtained via a positive 'opt-in' before processing can begin and be freely given, unambiguous and not incentivised.

Withdrawal of consent must be easy and simple to provide at any time.

All members of staff, board members, volunteers, partner organisations and contracted services must comply with contemporary data protection legislation. It is part of our legal responsibility to retain material only for as long as it has a legitimate function.

It is the responsibility of **all** members of staff, board members, volunteers, partner organisations and contracted services to ensure:

- 1.1 they are aware of their legal obligations in relation to the capture, storage and maintenance of personal information under contemporary data protection legislation.
- 1.2 that appropriate measures are taken to prevent personal information (in whatever format) from being accidentally divulged to unauthorised persons, and that appropriate care is taken in disposing of all information containing personal information;
- 1.3 that, within your work area, contemporary data protection legislation and appropriate organisational policies on handling personal information are followed, along with any specific additional measures that may apply;
- 1.4 that staff familiarise themselves with the organisational Data Protection and Information Security Policy, Data in Transit Policy and Data Protection Do's and Don'ts document.
- 1.5 that, senior staff within ESCV are informed of any personal data which is being (or planned to be) handled, which is not registered, or of any changes in the way the data is being handled.
- 1.6 that senior staff within ESCV are immediately informed of the potential or actual loss or sharing of personal data whether through accidental or deliberate means.
- 1.7 For anyone handling personal data that they do not themselves control, this responsibility is met by checking with the person who controls the data.
- 1.8 Staff, Board members, volunteers, partner organisations and contracted services who are data holders, may hold personal data only in accordance with current data protection legislation.
- 1.9 Staff, Board members, volunteers, partner organisations and contracted services are not permitted to remove from ESCV personal data with the intention of processing this data elsewhere, unless such use is recognised and authorised.