



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH

01202 470770/ info@somerfordarc.com

Data Protection Policy

General Statement of Policy

The Data Protection Act Covers information about individuals which is held on a computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. This Policy ensures Somerford ARC Community Centre is compliant with General Protection Regulations 2018 and the Data protection ACT 1998.

1. Introduction

1.1. Why Somerford ARC Community Centre processes and holds personal data.

- To maintain our record of users, organisations, and hirers of service.
- To provide accurate information, advice, and support to organisations and those interested in volunteering.
- To provide services to individuals in the community.
- To help us safeguard children, young people, and adults at risk.
- To recruit, support and manage employees and volunteers.
- To maintain our accounts and records.
- For the security of Somerford ARC Community Centre and its premises.
- For effective response to enquiries and complaints.

1.2. Somerford ARC Community Centre will:

- Comply with both the law and good practice.
- Respect individual rights.
- Be open and honest about the data held by Somerford ARC Community Centre.
- Provide training and support for staff and volunteers who handle personal data, so that they can act confidently and consistently.

2. Data Protection Principles

2.1. Somerford ARC Community Centre is committed in processing data in accordance with its responsibilities under the GDPR. Article 5 of the GDPR requires that the personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to the individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that it is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.



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- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased, or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

3. Responsibilities

3.1. Appointed Roles:

Trustees

- To work alongside the Data Compliance Officer enforcing the Somerford ARC Community Centre Data Protection Policy
- To work alongside the Data compliance officer investigating any breach of the Somerford ARC Community Centre Data Protection Policy

Employees and volunteers

- To work alongside the Data Compliance Officer and with the Somerford ARC Community Centre Data Protection Policy to ensure compliance when processing personal data.
- To report any breaches or accidental breaches immediately to the Data Compliance Officer.

Office Manager

- The office manager is required to ensure the day-to-day procedures involved in personal data are followed in accordance with the Somerford ARC Community Centre Data Protection Policy.
- Responsible for ensuring the policy is implemented, reviewed, and updated.
- Advise employees and volunteers on any Data Protection issues.
- To ensure the safety of data whilst complying with the Somerford ARC Community Centre Computer Policy.
- To ensure data disclosure forms are completed and signed **APPENDIX 1**.
- To provide inductions and training for data protection.
- Responsible for handling any breaches alongside the Trustees
- To process and access requests.



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- 3.2. Breaches of the Somerford ARC Community Centre Data Protection Policy may be subject to disciplinary action. Intentional, reckless or breaches made for personal benefits may result in prosecution or regulatory action.
- 3.3. Discuss with the Office Manager any uncertainties you may have with the Somerford ARC Community Centre procedures necessary to follow this Data Protection Policy, not doing so may result in an accidental breach.
- 3.4. Personal data will be stored both electronically will be stored on an encrypted protected computer
- 3.5. Personal data recorded on paper must be filed in a lockable cabinet marked confidential.
- 3.6. Information relating to criminal proceedings or offences, or allegations of offences will not be held, unless there is a safeguarding requirement to process this data for the protection of children and adults at risk. Processing of this data will only be carried out by the Somerford ARC Community Centre Safeguarding Lead.

4. Confidentiality

- 4.1. This Data Protection Policy should be read in conjunction with the Somerford ARC Community Centre Confidentiality Policy.
- 4.2. Any disclosures of personal data agreed must be recorded and signed on the Somerford ARC Community Centre Disclosure form, by the individual giving permissions **APPENDIX 1**.
- 4.3. Any information felt appropriate to disclose must be done in accordance with the Somerford ARC Community Centre Confidentiality Policy.
- 4.4. Privacy statements outlining how information is used is available by users of the Somerford ARC Community Centre on request and is also available on the Somerford ARC Community Centre website **APPENDIX 2**.

5. Training

- 5.1. All employees and volunteers will be asked to read and understand the procedures and responsibilities laid out in the Somerford ARC Community Centre Data Protection Order and what is expected from them.

6. Breaches

- 6.1. Where employees and volunteers believe the Data Protection Policy is not being followed or data has been breached, this must be reported to the office Manager immediately.
- 6.2. All breaches will be recorded.
- 6.3. Any breach putting an individual at potential risk will be reported to ICO within 72 hours.

Associated Policies and Procedures:

- Computer Use, Internet, and Email Guidance Policy
- Confidentiality Policy
- Whistleblowing Policy

Reviewed October 2022



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Signed:

Print Name:

Role:

Date:



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Disclosure Form

CONSENT FOR RELEASE OF INFORMATION

Somerford ARC Community Centre likes to share experiences of real people who use our services in our communications as it helps demonstrate the difference our work is making. By completing this form, you give us permission to use your story in our communications.

Full Name			
Address			
		Postcode	
Contact No.		Mobile No.	
Email			

WHAT WILL MY INFORMATION BE USED FOR?

Presentations: Somerford ARC Community Centre's internal and external presentations	<input type="checkbox"/>
Websites: Somerford ARC Community Centre's website	<input type="checkbox"/>
Social Media: Somerford ARC Community Centre's Social Media Pages	<input type="checkbox"/>
Publications: National, regional, and local papers and news sites	<input type="checkbox"/>
Television and Radio: National and regional television; national, regional local radio	<input type="checkbox"/>
Sharing of personal information: Sharing contact information with third party Organisation	<input type="checkbox"/>

CAN I REMAIN ANONYMOUS?

You can choose to have your real name published with your story or remain anonymous (in which case, a false name will be used).

I am happy for my **real** name to be used

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

I do **not** want my real name to be used

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please tick this box if you do **NOT** want to be featured in imagery or video footage

☐

I am happy for my children to be featured

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please let us know if there are any identifying features you do **NOT** want included. For example, your location or ages of your children

PERMISSIONS

Please sign this form to show you are happy to give permission for your story/ information to be used by Somerford ARC Community Centre for the purposes outlined above. Your story will not be used or stored for any longer than two years unless you ask us to stop using it before then.

Signed:	
Print name:	
Date:	

If you are under 18, we need permission from a parent, guardian, or responsible adult.

Signature of parent or guardian:	
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Date:	
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Data protection: The information that you provide here will only be used to contact you about sharing your story/ information in our communications work. We will not pass the details recorded on this form to any other Organisation without your permission. We will not store your data for any longer than two years.

APPENDIX 2

Privacy Notice

General Statement

Somerford ARC Community Centre are committed to protecting your information and being open and honest about how we use your information.

Information we collect about you

We collect the minimal amount of information necessary for the purpose of which it is needed.

- Data provided by you, to identify you, including your contact information.
- Personal details or certificates provided by you, necessary to utilise or hire our facility.
- Information provided and consented by you to use within our facility, website, or social media pages.
- Information provided and consented by you for use in Somerford ARC Community Centre's internal and external presentations.
- Further information will be collected from employees of Somerford ARC Community Centre, which will include but not limited to bank details.
- Statistical data provided and permitted from you to help demonstrate to outside organisations the difference our work here at Somerford ARC Community Centre impacts our local community.

Security

Your data held will be done so in accordance with the Data Protection Policy and the Confidentiality Policy of Somerford ARC Community Centre. These policies can be accessed on request or via our website.

www.somerfordarc.com

Data will only be stored for the purpose for which it was collected and stored. This data will only be stored for the necessary amount of time. You may request removal of your data from the Somerford ARC Community Centre records in writing using the contact details below.

If you believe that your data is not being used for the purpose for which it was collected please contact our Data Compliance Officer on the details provided below.

Children

No data or images relating to a child under 18 will be processed, used, or stored without the consent of a parent or guardian.

Incorrect information

If you believe any of the information, we have stored is incorrect, please contact us so we are able update our records

Access to, deletion of information and complaints

you have the rights to access information Somerford ARC Community Centre have stored about you or ask to have your data removed from our records, if you do not feel your data is being processed correctly, you have the rights to file a complaint You can do this by contacting our Data Compliance Officer using the details provided below.

Somerford ARC Community Centre does not partake in profiling, or the selling, or passing of data to third party organisations

How to contact us



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In writing:

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Email:

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