Data Protection Policy 2024

TheO6 Project, Ottery St Mary recognises and accepts its responsibilities under the Data Protection Act 2018. It will handle all personal data in accordance with the principles required by the Act:

1. Personal data will be processed fairly and lawfully

2. Personal Data will only be obtained for specified and lawful purposes and not processed in any manner incompatible with that purpose or purposes.

3. Personal data will be adequate, relevant, up to date and not excessive in relation to the purpose or purposes for which they are held.

4. Personal data will be accurate and where necessary kept up to date.

5. Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose or those purposes.

6. All individuals providing data will receive written notification on how long the data will be kept.

7. An individual's data will be made available if requested by the said individual.

8. Personal data will be processed in accordance with the rights of data subjects under the Act.

9. Personal data will be protected under the 2018 act. No public lists of names and addresses will be posted.

10. Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage to personal data.

11. Personal data will not be shared outside TheO6, without consulting the individual to whom the data relates.

12. Personal data will not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection.

13. All individuals who provide data will be informed of the above details in relation to the Data Protection Act.

From the perspective of a young person; In Practice this means that:

- Any information that a young person provides verbally or in writing to TheO6 project will not be accessed by those outside the charity, without them being consulted.
- Any information maintained by TheO6 project in relation to a particular young person will be kept in a form that maintains their confidentiality – using initials or pseudonyms.
- The computer on which Data in the form of telephone numbers, email addresses etc is stored will be password protected.
- Any multi-recipient emails will be sent using BCC email facility.
- Any information obtained will be kept secure in a locked filing cabinet.
- Any consent forms obtained will show how long the data will be kept on record.

Signed …… Position …… Date ……

Next Review: August 2027

August 2024