



## Data Protection Policy

Choose2 Youth needs to process information about employees, organisations and individuals who use our services. When we process information, we need to keep to the terms of the Data Protection Act 1998. In particular, we need to make sure that we process information in line with eight principles of data protection described in the Act.

The Data Protection Act sets limits on the way we collect, store and use information. The Act controls how:

- We file information
- How we access information
- How we pass information on to other organisations and individuals;
- How and when we destroy information we are storing.
  
- The Act says that people have a right to access any information that we hold about them. This includes employees, Choose2 Youth members and people who use our services.
- The Act says that we have to respond to requests for access to information within 40 calendar days.
- The Act says that organisations that process information need to register with the Information Commissioner's Office. There are exceptions to this rule for some not-for-profit organisations. Under these exceptions, Choose2 Youth does not have to register with the Information Commissioner

### Choose2 Youth responsibilities

- Choose2 Youth wants to protect the right of individuals to privacy
- We will respect the privacy of individuals when processing personal information
- We will take appropriate measures to make sure that the data we hold is stored securely
- The Choose2 Youth Directors have overall responsibility for making sure that Choose2 Youth meets the terms of the Data Protection Act they also have a responsibility to make sure that staff process information in line with the terms of the Act.

### The eight principles of data protection

- The Data Protection Act states that anyone who processes personal information must comply with eight principles. These state that information must be:
  - Fairly and lawfully processed
  - Processed for limited purposes
  - Adequate, relevant and not excessive
  - Accurate and up to date
  - Not kept for longer than is necessary



- Processed in line with individuals' rights
- Secure
- Not transferred to other countries without adequate protection

Employees, members, and people who use our services have the right to access personal information Choose2 Youth holds about them, whether in electronic or paper form. People who want to access information held about them should contact the Choose2 Youth Directors in writing.

For further information on data protection please go to:

<https://www.gov.uk/data-protection/the-data-protection-act>