



*Gardening for Personal Growth*

## **DATA PROTECTION POLICY**

Growing Roots policy is to comply fully with its obligations under the 1998 Data Protection Act pertaining to the safe handling, use, storage, retention and disposal of Personal information on employees, volunteers, Directors and participants including Disclosure & Barring Service information. This policy ensures that the privacy of every individual is protected and ensures appropriate use of personal information.

Growing Roots, as a not-for-profit organisation, is not required to register with the Information Commissioner.

### **Data collected**

Relevant data includes personal details on application forms for employment or volunteering opportunities, personal details on applications to the Disclosure and Barring Service, personal details and other information obtained from referral forms for participants and from interviews and subsequent reviews, personal details of Directors contained in application to Companies House.

Data will also be collected from project evaluation forms.

Data will be accurate and only relevant and necessary information will be collected..

### **Use of data**

Data collected from Directors, employees and volunteers will be used to administer and manage the working relationship and employment and to monitor equal opportunities.

Data collected from referral forms, interviews and reviews with participants will be used to ensure individual needs are identified in order for programmes to address these needs and in order to measure progress. Data collected from project evaluation forms will be used anonymously in reports to funders and the relevant organisation.

## **Storage and Access**

All data, whether in electronic or paper form or in the form of photographic image, will be stored securely in order to prevent unauthorised access. Disclosure information will not be kept on an applicant's file.

Paper and photographic images will be stored in locked cabinets. Duplicates will not be made. USB sticks will also be stored in locked cabinets.

All computers will be password protected and passwords will be changed regularly.

All individuals have a right to see the information stored about them.

## **Handling**

No disclosures of any information held about an individual will be made to others without permission.

In accordance with Section 1124 of the 1997 Police Act, Disclosure & Barring Service information will only be passed to those who are authorised to receive it in the course of their duties. Growing Roots has a statutory obligation to provide requested information to the Child Support Agency, Her Majesty's Revenue and Customs, the Financial Services Agency, Health and Safety Executive, Department of Health and police with a Court Order. Information will only be given after receiving written confirmation of identity and where an investigation would be prejudiced without the requested information. Disclosure of personal information may also be made if an individual is danger of harming his/herself, someone else or a participant's life or health and safety is threatened.

## **Retention**

Data collected from application forms from Directors, employees and volunteers will be retained whilst there is a working relationship with Growing Roots and for a period of up to five years from the ending of a working relationship.

Data collected from referral forms, interviews and reviews with participants will be retained during activity of the programme and for a period following the end of the programme of six months.

Disclosure & Barring service information will be kept for six months after the date of issue.

## **Disposal**

Once the retention period is over, personal data will be destroyed by shredding or burning. No copy will be kept.

However a record may be kept of date of issue of Disclosure, type of Disclosure, name of subject and unique reference number of the Disclosure.