

CYL Data Protection Policy

CYL holds certain information on families who use the services, and staff and volunteers who work for CYL

This allows us to monitor performance and maintain health and safety recruit and train volunteers and staff, and support families. It also enables us to comply with government obligations with regard to the provision of statistical information.

To comply with the Data Protection Act 1998, information must be used fairly, stored safely and not disclosed unlawfully.

The principles of the Data Protection Act state that personal data shall:

- Be obtained and processed fairly and lawfully and not processed unless certain conditions are met.
- Be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

All staff and volunteers are required to abide by the rules and policies of CYL and failure to do so can result in disciplinary proceedings.

All staff, volunteers and service users are entitled to know:

- What information CYL holds and processes about them and why.
- How to gain access to this information.
- How to keep it up to date.
- How CYL complies with its obligations under the 1998 Act.

All staff are responsible for ensuring that:

- Any personal data which they hold is stored securely.
- Personal information is not disclosed orally, in writing, accidentally or otherwise, to any unauthorised third party.

- Personal information should be kept in a locked cabinet or locked drawer.
- Information stored on a computer should be password protected.

CYL can only process information when consent has been given by the individual or, in the case of children, a person with legal parental responsibility.

Photograph consent must be obtained before taking photos of any individual with their agreement on how and in what forms, the images may be used. Consent for photography is included in the registration form.

CYL 's Confidentiality Policy links directly with the policy above and it is important that these are both available and identified to all Staff, Volunteers and Agencies who may access CYL

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