

## BACK TO THE WILD CIC - DATA PROTECTION POLICY

This policy was approved by the Management Committee/Trustees on Jan 2020

This policy was reviewed in Jan 2021.

Back to the Wild is fully committed to compliance with the requirements of The General Data Protection Regulation (GDPR). This replaces the Data Protection Act 1998 (DPA). We are required to maintain certain personal data about individuals for the purposes of satisfying our operational and legal obligations but we recognise the importance of correct and lawful treatment of personal data.

We will:

- only collect information which is needed for a specific purpose
- keep it securely
- ensure it is relevant and up to date
- only hold as much as is needed, and only for as long as it is needed
- allow the subject of the information to see it on request

The Data Controller is Kat Terry.

Personal data may be kept on paper, computer or other electronic media; all of which is protected under the GDPR. All personal data will be stored either on Back to the Wild CIC's computer which is password protected, or on paper in a folder stored in a locked filing cabinet.

Information about children and young people will only be available to volunteers and workers as appropriate.

Information about workers, volunteers, (including Trustees/Members of the Management Committee) will only be available to the Chair of the Trustees/Management Committee and e.g. the Safeguarding Lead.

Any breach will be taken seriously and may result in formal disciplinary action.

Any person who considers that the policy has been breached in any way should raise the matter with the Chair or a Management Committee Member.

We recognise the rights of an individual including:

- to be informed
- of access to the information
- to correct inaccurate information
- for erasure

We keep the following personal information:

for children and young people - information provided on the registration form and details of sessions attended

for an individual applying to be involved with us - information as provided on the application form, references, interview notes and the decision

In addition:

- For volunteers - proof of identity information, National Insurance Number, DBS number and date, training and support records, details of allegations and/or disciplinary proceedings
- For workers – proof of identity information, National Insurance Number, DBS number and date, payment details, training and supervision records, details of allegations and/or disciplinary proceedings, sickness record, information about leave
- We will not share information about children, young people, volunteers or workers with anyone without consent unless the law and our policies allow us to do so.

**We will retain personal information for one year after last attendance at a program unless legally obliged to keep it for longer.**

Workers, Trustees and other volunteers who have access to personal information will be made aware of the GDPR and this policy. Any volunteer or worker requesting access to the personal information we hold about them must apply to the Chair of the Trustees/Management Committee.