

Data Protection Policy



Signed *Randall Cole* Name...Randall Cole...(Chairperson)...
(on behalf of the Management Committee)

Date...10th January 2019

To be reviewed January 2020

ADDUP DATA PROTECTION POLICY

Attention Deficit Disorders Uniting Parents (ADDUP) was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

Addup has a need to keep on file records and data about staff, volunteers and members of Addup to comply with its legal obligations under the Data Protection Act 1998. There may be times when Addup will have to share, use and disclose this information.

Purpose of this policy:

- Explain who is responsible for ensuring our practices comply with the law
- Set out the type of information we process
- Set out your rights in relation to accessing personal information held by us
- Ask for consent sharing and disclosing this information

The Addup Management Committee is responsible for ensuring we comply with our legal obligations when collecting personal information.

We collect and hold the following information:

- Staff and volunteers' application forms, CV's, letters and references collected in the recruitment process.
- Personal contact details and any medical needs, attendance records, holiday and sick leave
- Pay information, National Insurance number
- Appraisals, performance, targets and training needs
- Disciplinary and grievances
- Members personal details including, contact information, children's educational placements, special education needs information.
- Attendance at events and activities
- Letters professional and personal
- Legal information with regards to children in care
- Meetings with professionals working with children and the family

Information will be held in a secure lockable filing cabinet and on a data base on computer with limited access and security coded and only used;

- With consent from parent/carers
- When there is a risk of harm to a child or adult
- For monitoring purposes

Addup aims to keep all information up to date and relevant. We will ensure that all reasonable steps are taken to ensure that information is accurate and not kept longer than necessary.

The law gives you rights including seeing copies of certain information held by Addup and that it is accurate and relevant. To access any information held you will need to contact, in writing, the Chairperson of the Addup Management Committee.

Breaches of this policy:

If you consider that this policy has not been followed in respect of personal data about yourself or others, you should raise the matter with a member of staff at the Addup office.