

Data Protection Policy

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1	Purpose	
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This policy is in place to make clear Parents Opening Doors hereafter known as PODS, position in terms of data protection requirements; this is important as PODS holds data on families in Telford & Wrekin for the purposes of a mailing list and provision of services.

2	Scope	
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This policy covers all aspects of PODS where information is held regarding Trustees, Staff, Volunteers, Parent Representatives, Parent Carers, and interested professionals. It covers electronic and hard copy information.

3	Target Audience	
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The target audience for this policy is the general public, PODS Trustees, Staff, Volunteers, Parent Representatives and other interested parties.

4	Responsibilities	
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The Trustees have responsibility for ensure PODS follows data protection requirements and the database controller has responsibility for updating records electronically and hard copy.

The Trustees have responsibility for dealing with any issues including problem solving and ensuring data protection compliance.

5	Data Protection Statement	
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Data Protection Policy

PODS will fully comply with the Data Protection Act 2018 and Data Protection principles, which state that information must be:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

PODS recognises that the above principles relate to both paper and electronic systems of record keeping. This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

6	Database Forms	
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The membership database may be transferred electronically using a secure method.

The membership database may only be accessed by PODS Trustees, the Database Controller and appropriate staff.

The membership forms (hard copy) are kept in locked filing cabinet

Approval Signature:

Approval Name: Phil Gillum

Position: Trustee