

Gloucestershire Local Involvement Network (LINK) Data Protection Policy

MISSION

The Gloucestershire LINK will help influence, improve or change the way local Health & Social Care services are planned and delivered

The Gloucestershire LINK is a network of local people, groups and community organisations who want to help shape health and social care services commissioned and provided in Gloucestershire. It is a mechanism for gathering the views of people throughout Gloucestershire communities so that these views can be made known to health and social care commissioners and providers. The Gloucestershire LINK aims to be inclusive and will not discriminate on the grounds of the protected characteristics as defined in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The Gloucestershire LINK has statutory duties and powers and will act in accordance with the Local Government and Public Involvement in Health Act 2007.

Introduction

Gloucestershire LINK needs to keep certain information on all persons involved with the LINK to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1988. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

In line with the Data Protection Act 1998, Gloucestershire LINK will ensure that personal data will comply with the eight principles.

Principle One - Personal data shall be processed fairly and lawfully

- Only personal data which has been given specifically to Gloucestershire LINK by an individual or their appointed representative will be processed, not data obtained by any third party

Principle Two – personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner in compatible with that purpose or those purposes

- Gloucestershire LINK will not use any personal data outside its role as a LINK. Data is held to enable LINK to communicate with individuals and groups who have expressed an interest and registered with Gloucestershire LINK
- Data held relating to personal views expressed to Gloucestershire LINK will not be passed on unless requested and / or agreed by the individual or group concerned

Principle Three – Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

- The Gloucestershire LINK data base contains basic contact information and expressed areas of interest

Principle Four – Personal data shall be accurate and, where necessary, kept up to date

- Every effort will be made to ensure all personal data is recorded accurately
- Gloucestershire LINK will contact all persons on the database on an annual basis to check that the personal details held are accurate

Principle Five – Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes

- Contact details shall only be stored whilst a person or group representative remains registered with Gloucestershire LINK
- All personal details contained in any form of communication will not be kept longer than required for the purpose for which they were intended

Principle Six – Personal data shall be processed in accordance with the rights of data subjects under this Act

Anyone whose personal information is processed has the right to know:

- What information we hold and process on them (the only information Gloucestershire LINK maintains is personal contact details)
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act

Any one wishing to exercise these rights should apply in writing to Gloucestershire LINK, Community House, 15 College Green, Gloucester GL1 2LZ.

Principle Seven – Appropriate technical and organisational measures shall be taken against unauthorized or unlawful processing personal data and against accidental loss or destruction of, or damage to, personal data

- The LINK Lead, in conjunction with the Data Controller, will ensure that all personal data is secured in a lockable cupboard at all times accessible only to Host staff
- The LINK Lead, in conjunction with the Data Controller, will set up pass codes, manage and review electronic information accessible only to Host staff
- Gloucestershire LINK will dispose of paper based copies through shredding. Electronic copies on Host computers will be permanently deleted
- Anyone working on Gloucestershire LINK business must ensure information is not seen by people in passing when working on confidential documents. This also applies to information on computer screens

- Overall responsibility for personal data in Gloucestershire LINK rests with Gloucestershire Rural Community Council as Host. This task is delegated to the Data Controller, Elin Tattershill

Principle Eight – Personal data shall not be transferred to a country or territory outside the European Economic Area (EAA), unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

This situation does not apply to the personal data maintained by Gloucestershire LINK