



## **Data Protection Policy**

This document applies to all Employees of, Trustees of and regular Donors to Shining Life Children's Trust.

### **1. Data Protection Principles**

Shining Life Children's Trust complies with the Data Protection Act 1998 and the principles of the Act. Any personal data which the Charity holds will be:

- Fairly and lawfully processed.
- Processed for limited purposes and not in any way incompatible with those purposes.
- Adequate, relevant and will not be excessive.
- Accurate.
- Not kept for longer than necessary
- Processed in accordance with your individual rights.
- Secure.
- Not transferred to countries without adequate data protection.

### **2. Your Agreement**

As part of your employment by the Charity, acceptance of your position as a Trustee or by the giving of your contact details as a Donor to enable us to keep in touch with you, you agree to the collection and storage of your personal data within the scope of the Data Protection Act 1998.

### **3. Employee Data**

The Charity only holds personal data which is directly relevant to your employment. This data is collected as and when required from your employment application and from your continuing employment with the Charity, such information includes, but is not limited to:

- Your contact details.
- Details of previous employment.
- Third-party employment references.
- Salary reviews, benefits records and expenses claims.
- Health records.



Your personal data may be disclosed to the Trustees of the Charity. Your personal data will not be disclosed to any other party.

#### **4. Trustee Data**

The Charity will require all Trustees to provide certain personal data, as required by the Charities Commission. This data will only be used to satisfy the Charities Commission's requirement to prove the identity of the specific individuals.

#### **5. Donors' Data**

The Charity keeps the names and contact details (both postal and electronic) of all regular donors.

#### **6. Maintaining Records**

The Charity will take all reasonable steps to ensure that personal data held by the Charity is accurate and kept up to date. To ensure accuracy the Charity asks employees and trustees every 12 months to check that their personal information held by the Charity is correct.

As an Employee or Trustee, you should inform all Trustees if your contact details change at any time.

#### **6. Security of Data**

The Charity is committed to the secure storage and where undertaken the secure transmission of all personal data. Only the Trustees have access to such data.

#### **7. External Data Processing**

If a situation should arise whereby the Charity used a third party to process data and provide services or administer schemes around such data, the Charity would take reasonable steps to ensure that such third party had in place their own data protection policy.

**Last reviewed: November 2012**

**Next review date: November 2013**