



DATA PROTECTION POLICY MARCH 2018

INTRODUCTION

Solihull Parent Carer Forum (SPCF) needs to gather and use certain information about the parents, carers and young adults accessing SEND provision in the Solihull borough. This data relates to liaison and advice between parents and Local Authority providers.

In addition to the relationships detailed above, SPCF will also retain data about its committee members and anyone accessing the forum. This will include suppliers, business contacts/partners and other people SPCF has a relationship with or may need to contact.

WHY THIS POLICY EXISTS

This policy describes how this personal data must be collected, handled and stored to meet SPCF's data protection standards, to demonstrate good practice- and to comply with the law.

This policy protects the rights of staff, customers, partners and everyone whose data is held.

This policy is to ensure SPCFs data storage and processing is transparent and to protect SPCF from any potential risks of data breach.

DATA PROTECTION LAW

This policy sets out how we gather, process and protect this data in accordance with the GDPR legislation 2016, transitioning in May 2018. This legislation's main objective is not to cause harm to any individual. It includes 'respect for private and family life' and 'protection of personal data and freedom of thought'.

The legal basis that this data is collected for is the performance of a task carried out in the public interest, within the official authority of the data controller (i.e. the management committee of the Solihull Parent Carer Forum (SPCF)). SPCF decide what data is obtained and what it is used for.

Personal data we may gather includes contact details of parents and carers and areas of their interest and concern. This data may be collected and stored electronically, hard copy or by other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

SCOPE

This policy applies to all members of the management committee and those collecting data on the SPCF behalf. Other Parent Carer Forums will have their own data protection policy. The data can include:

- Names
- Postal Addresses

- Email Addresses
- Telephone Numbers
- Specific details regarding diagnosis and additional needs of children within the Borough of Solihull

POTENTIAL RISKS

This policy helps to protect SPCF from some very real data security risks including;

- Breaches of confidentiality (information being given out inappropriately)
- Failing to offer choice (individuals should be able to choose how/what data is used)
- Damage to SPCF reputation and credibility (data hacked electronically)

OUR PROCEDURES

We will process personal data lawfully in accordance with the individuals' rights. We will not process personal data unless active consent has been received from the individual concerned first. Individuals have access to this policy and a Privacy Notice relating to SPCF to support active consent.

Any personal data will be collected and processed accurately, and gathered relevant to the legal basis above and not excessive to this, in relation to the SPCF purposes.

INDIVIDUALS' RIGHTS

- 1 Individuals have a right to be forgotten on request. Data held by the SPCF will be deleted in a prompt manner.
- 2 Individuals can change information held by them on request. Data held by the SPCF will be updated promptly on receipt of an update notification.
- 3 Data will be held by the SPCF as long as the individual is a member, unless notified by the member to amend as above. Personal data will be deleted from the SPCF database once membership is lapsed (i.e. when the child or young person is over the age of 25, and the SPCF is no longer relevant to the individual concerned)
- 4 The individual will be informed how and why their data is gathered, and how long it is to be held by the SPCF via access to this policy, access to the Privacy Notice, and via verbal explanation as required
- 5 Individuals can request access to their data
- 6 Individuals can request that use of their data can be restricted
- 7 Individuals can complain about data usage via the SPCF complaints procedure
- 8 All data will be gathered under the principles of active consent

Once an individual has lodged a request about any of the above points, SPCF will respond within one calendar month. If the request is not carried out within the time frame, the SPCF will explain fully why and also inform the ICO.

ACTIVE CONSENT

All physical forms showing active consent will be kept securely

All electronic versions of active consent will be kept securely

SPCF is committed to being able to demonstrate dated active consent from each member on its database.

DATA STORAGE

Paper based data will be kept in a secure place where unauthorised personnel cannot access it.

Electronic data will be held securely in encrypted format, protected by strong passwords which are changed every 6 months.

Access to this data will be restricted to named members of the management committee only.

Any cloud based storage facility will be approved by the management committee based on the security and guarantee of the provider complying with current legislation.

No data will be saved onto external devices to that set up above.

PERSONELL

The management committee will have a named member responsible for overseeing data protection issues.

All committee members will be trained in areas of data protection, and have awareness of its importance to individual members, and the safe and lawful process of SPCF business.

REPORTING BREACHES

If a data breach occurs, either by human error or storage breach, this will be reported to the ICO within 72 hours, and a record kept by the SPCF. This will be fully investigated, and individuals affected will be informed as soon as possible. Responsibility for this rests with the named member as above initially, but due to the time constraints, all members of the management committee have responsibility to ensure contact is made with the ICO within the 72 hours specified.