

DATA PROTECTION POLICY

Introduction

This policy is written in accordance with the Data Protection Act 1998. Charlton Athletic Community Trust (CACT) is registered under the Act as a Data Controller under number Z2867856. CACT is bound by the UK's Data Protection Act (DPA) which implements the EU Data Protection Directive. This protects personal data and places restrictions on CACT's ability to disclose personal data within the UK and overseas.

CACT staff will often be entrusted with personal information given to them in confidence by an individual using CACT services. CACT has a duty under the Data Protection Act 1998 to protect the confidentiality of personal information and to process that information fairly. The Head of Governance and Support Services is the Data Protection Officer for CACT.

Personal Information

Personal information is any information that can be used to identify an individual. For example, information such as name, date of birth, email address, postal address, telephone number, fax number and or credit/debit card details, or even information about the service users circumstances including health and other matters.

Sensitive Personal Information

CACT may also hold sensitive personal information, including the following:

- Race or ethnic origins (focused on equal opportunity monitoring)
- Religious beliefs or similar (focused on equal opportunity monitoring)
- Trade union membership (focused on union administration purposes)
- Physical or mental health (focused on, equal opportunities monitoring and employment administration purposes)

CACT will ensure that sensitive information is securely held and properly administered in accordance with the Act.

Processing Personal Data

"Processing" personal data includes obtaining, recording, organising, adapting, altering, retrieving, consulting, using, holding, disclosing, publishing, aligning, combining, blocking, erasing or destroying personal data.

The Data Protection Act 1998 requires that eight data protection principles be followed in the handling of personal data. These are that personal data must:

- Be fairly and lawfully processed
- Be processed for limited purposes and not in any manner incompatible with those purposes;
- Be adequate, relevant and not excessive;
- Be accurate;
- Not be kept for longer than is necessary;
- Be processed in accordance with individuals' rights;
- Be secure; and
- Not be transferred to countries without adequate protection

Access to Personal Data

Data Protection law gives people the right to access the personal information which CACT holds in relation to them or request that the information is updated or corrected. Requests for information should be made in writing to the Head of Governance and Support Services. CACT may require you to provide verification of your identity and a fee may be charged for this service in line with the Data Protection Act. The fee amount will be confirmed prior to allowing access to the information.

Confidentiality

CACT treats all personal data as confidential however, confidentiality may be broken in the following circumstances:

- Where the person from whom the information was obtained, and (if different) the person to whom it relates, consents;
- Where the information is already available to the public from other sources;
- Where the information is in the form of a summary or collection of information so framed that it is not possible to ascertain from it information relating to any particular person;
- When there is a serious risk of harm or abuse to an individual or someone else;
- To protect others, for example, information about possible child abuse should be disclosed to the appropriate agency, please refer to CACT's Safeguarding Policy.
- To prevent a serious criminal act, especially where others may be endangered, for example an act of terrorism.

There is no obligation in general to pass on knowledge of a crime however, it is a criminal offence to:-

- deliberately mislead the police
- receive a reward of any kind in return for not notifying the police about a criminal act
- fail to notify the Police about an act that could be construed as an act of terrorism
- fail to notify the Police about an act that could be construed as drug trafficking
- knowingly take monies from a benefits agency fraudulently.

If a member of CACT staff has to break confidentiality, the person whose personal information it is must be told that this is going to happen verbally if possible, or in writing if suitable. The member of staff should only do so after all attempts to persuade the individual to disclose the information voluntarily have failed. The Chief Executive should be consulted before disclosure. They will be responsible for making the final decision about breaching confidentiality and ensuring that the correct action is taken.

Policy Review

CACT will review the Data Protection Policy annually to reflect changes in legislation and good practice.

Last review and approval date: March 2017

Next review date: March 2018