



**Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.**

## Data Protection Policy

The policy and system are needed in order to meet the legal requirements of Data Protection Act (DPA), the General Data Protection Regulations (GDPR); May 2018, and The Information Commissioner's Office (ICO), and for the management and control of private and personal information about individuals connected with the project.


It is the Data Protection policy of the project that:

- a) The Project will be registered with The Information Commissioner's Office if required to be so.
- b) The project will seek to only hold information about individuals which is necessary for the work of the Trust.
- c) The information about an individual will not be transferred to other parties unnecessarily, and only in the direct interests of that individual.
- d) Full access to the database will be limited to the Chairman and the Project Secretary (and those authorised to act on their behalf should one or both be temporarily incapacitated), and that information made available to others in the project and other authorised organisations will be limited to a subset of the database and upon a "need to know" basis.
- e) The Chairman and Project Secretary may provide a subset of the information in electronic form to other parties on a "need to know" basis and that these parties are responsible for maintaining appropriate confidentiality.
- f) The data storage computer system will be made secure by the use of passwords, accredited security software, and by providing reliable backup facilities.

The system for implementing the policy is as follows:

- a) The main database will be held on the Chairman's personal lap-top computer and updated as required.
- b) The database will be backed up on the Chairman's and physically separate back-up computer system.
- c) A copy of updated versions of the database will be periodically transferred by e-mail to the Project Secretary's personal computer at a different geographical location.
- d) Access to the database on any of the three computers will be controlled by password.
- e) All computers will be normally be kept in secure domestic premises and all reasonable precautions taken to ensure their safekeeping.

Both the policy and the system have been reviewed by the Trustees (May 2021) and agreed (15<sup>th</sup> May 2021) in the light of experience of use.

A handwritten signature in dark ink, appearing to read "Linda Jackson". The signature is written in a cursive style with a large initial 'L'.

(Chairman)

15<sup>th</sup> May 2021