

# Data protection policy

**SicKids** holds three types of information which are covered by this policy:

1. organisational information – publicly available information about organisations and some confidential information;
2. personal information – information about individuals such as names, addresses, job titles;
3. sensitive personal information – in general this kind of information is only held about trustees. There are, however, instances where sensitive information is held about other people. For example, information about the dietary requirements of a service user might allow a person's religion to be deduced.

Information about organisations is not covered by the Data Protection Act 1998. However, there is sometimes ambiguity about whether certain information is personal or organisational. For instance, the contact details for a donor may be someone's home address.

The organisations and people about which **SicKids** holds information are referred to in this policy as 'data subjects'.

**SicKids** will adhere to the following regarding information:

- **SicKids** will not hold information about individuals without their knowledge and consent;
- **SicKids** will only hold information for specific purposes and will inform data subjects what those purposes are (and if they change). The only exception to this is that **SicKids** will make it clear to members that it is a condition of their membership that **SicKids** can decide what should happen to information supplied about the organisation as a whole (but not about individuals within the organisation – other than the names of those holding posts within **SicKids**);
- information will not be retained once it is no longer required for its stated purpose/s;
- **SicKids** will seek to maintain accurate information by creating ways in which data subjects can update the information held;
- data subjects will be given the option not to receive marketing mailings from **SicKids** or other organisations;

- data subjects will be entitled to have access to the information held about them by **SicKids**;
- information about data subjects will not be disclosed to other organisations or to individuals who are not members of the **SicKids** Board of Trustees, except in circumstances where this is a legal requirement, where there is explicit or implied consent, or where the information is publicly available elsewhere;
- **SicKids** has procedures for ensuring the security of all personal data. Paper records containing confidential personnel data will be disposed of in a secure way;
- the Head of Partnerships and Charity Development is the designated Data Protection Compliance Officer for **SicKids**;
- there may be situations where **SicKids** works in partnership with other organisations on projects which require data sharing. In such a situation, **SicKids** will clarify which of the organisations is to be the Data Controller and will ensure that the Data Controller deals correctly with any data which **SicKids** has collected.

This data protection policy will be made available to all Trustees and will be uploaded to the organisation's website so that service providers, service users and donors can access it. **SicKids** will review this policy every three years.