POLISH SATURDAY SCHOOL IN CAMBRIDGE

Data Protection Policy

Policy statement

Polish Saturday School in Cambridge is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers staff and others in accordance with The Data Protection Act 1998 and GDPR 2018. The policy applies to all voluntary members and staff . Any breach of The Data Protection Act 1998 and GDPR 2018 is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with us, and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – voluntary and community group members and staff must have the right to copies of their own data.

Managing Data Protection

We will ensure that our details are registered with the Information Commissioner.

Purpose of data held by the Polish Saturday School in Cambridge

Data may be held by us for the following purposes:

1. Staff and student Administration
2. Fundraising
3. Accounts & Records
4. Advertising, Marketing & Public Relations
5. Processing For Not For Profit Organisations
6. Research

Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. **Fairly and lawfully processed personal data**
   will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

2. **Processed for limited purpose**
   We will not use data for a purpose other than those agreed by data subjects (parents, voluntary members, staff and others). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects (stated above) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and Polish Saturday School Data Protection Policy.

3. **Adequate, relevant and not excessive**
   Polish Saturday School will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. **Accurate and up-to-date**
   All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form(provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the

responsibility of the Polish Saturday School to act upon notification of changes to data, amending them where relevant.

5. **Not kept longer than necessary**
   We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed after time required has elapsed.

6. **Processed in accordance with the individual's rights**
   All individuals that the Polish Saturday School holds data on have the right to:

   - Be informed upon the request of all the information held about them within one month.
   - Prevent the processing of their data for the purpose of direct marketing.
   - Compensation if they can show that they have been caused damage by any contravention of the Act.
   - The removal and correction of any inaccurate data about them.

7. **Secure**
   Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

   All computers/laptops are password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the persons responsible for them. When members of the management and teaching team are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

8. **Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**
   Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Polish Saturday School takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area.

Cambridge
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