Data Protection Policy

Policy prepared by: Granville Sykes and Robin Williams, Trustees
Approved by Trustees: 12 March 2024
Next review date: March 2027

Hope's Place GDPR Statement

Hope's Place will comply with the GDPR principles, which require that personal data is processed lawfully, fairly and in a transparent manner in relation to individuals. Data will only be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Guidelines for Schools

No records are kept of pupils' names. The courses maintain confidentiality with the exception of any Safeguarding issues necessitating action which are referred to the appropriate member of staff within the school immediately.

Hope's Place is committed to safeguarding, child protection and promoting the wellbeing of all children, young people and members of the Hope's Place community.

Data Protection Policy

1. Introduction

The Data Protection Act 2017 covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.
The Act is based on the right of the individual (the Data Subject) to know what information is being held about them, and how the information will be used. The Act sets out principles to ensure that personal data is:

- processed fairly and lawfully
- obtained only for specified purposes
- relevant to the purposes for which it is processed
- accurate and kept up to date
- not kept for longer than is necessary
- processed according to the rights of the Data Subject under the Act
- protected against unauthorised processing, accidental loss or damage
- not transferred to areas outside of the European Union (including via websites)

Hope's Place holds personal information on trustees, staff and of teaching staff contacts in schools. Relevant employee-related data is also shared with third parties.

No records are kept bearing names of the children who attend our courses.

Hope's Place seeks to comply with both the letter and the spirit of the Act.

2. Scope of the policy

- Staff personal records will be kept within Hope's Place and third parties in accordance with its procedures
- Hope's Place Trustees, staff and volunteers, in the course of their duty, do not have access to information on other staff.
- School contact details will be kept by the Education Trustee in charge of contact with schools.
- When staff leave, all personnel documents will be kept in accordance with Hope's Place's procedures
- Information about individuals will not be disclosed to any third party outside Hope's Place without the permission of the individual.
- Where photographs of staff are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for a specified length of time.

3. Administration

- Hope's Place is registered with the Information Commissioner's Office, number Z8818265.
- The Data Protection Officer will be a nominated trustee of Hope's Charity. As at March 2024, the trustee is the Robin Williams,
- Staff and school contacts have the right to see the information held on them by Hope's Place. Requests should be in writing to admin@hopesplace.org.uk Hope's Place will aim to provide a copy of the information within two weeks of receiving the request. No charge is made.