



Data Protection Policy

November 2015

Personal Data and the Data Protection Act 1998

Personal Data means any data which, together with other information held or likely to be held by the Company, identifies a living individual. This includes any opinion about the individual and any indication of how Reaching People intends to treat the individual.

Reaching People complies with the Data Protection requirements of our funders.

The Data Protection Act 1998 (the Act) gives individuals certain rights. It also provides that those who record and use personal data must follow the eight enforceable data protection principles.

The data protection principles provide (in summary) that personal data must be:

- Fairly and lawfully processed
- Obtained or processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than necessary
- Processed in accordance with individuals' rights
- Secure
- Not transferred to countries outside the EEA without adequate protection

Some personal data is defined as 'sensitive' in the Act and can only be processed under strict conditions. Sensitive personal data is data falling into the following seven categories:

- Racial or ethnic origin;
- Political opinions;
- Religious or other beliefs;
- Trade union membership;
- Health;
- Sex life;
- Criminal proceedings or convictions.

Reaching People differentiates between the data controller and data processors, as defined in the Data Protection Act, and ensures that, as a data controller, it has in place the appropriate monitor, review and audit procedures to ensure that any processing of personal data, for which Reaching People is responsible, complies with the Act.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing in relation to information or data, means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data.

A Data Sharing Protocol will be agreed and signed between Reaching People, as data controller, and any member required to process data.

If a member of staff of either Reaching People or a Reaching People member is in breach of this policy, they may be subject to disciplinary action which could lead to dismissal. A breach of the Act means that the individual, their organisation and/or Reaching People may be prosecuted.

Related policies and procedures included, Equality, IT, Confidentiality.

Subject Access Request

All data subjects are made aware of the process to view their personal data in line with section 7 of the Data Protection Act 1998.

Document Control	
Approved by:	
Signature:	
Board Responsibility:	
Review Date:	August 2018
Summary of changes	Document is current and in line with Data Protection Law. No changes to this policy