

Friends of North Elmham School (F.O.N.E.S)

Registered Charity No: 1113450

Data Processing

Last updated	24 th May 2018
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Internal Protocol

1. Data Collection

Pupil Information- Events- Only essential personal data should be obtained for individual events. This information should be given by the pupil's parent/guardian and should be specific to the event to enable the safeguarding of the child.

Volunteer Information- Only data given by consent should be held to enable the communication and function of the charity. New members should complete a declaration and existing members consent to hold this data should be reviewed every three years.

Accounting Records- Only minimal personal data should be retained to enable the charity to maintain the statutory records lawfully.

No other data should be collected without written consent of the individual.

2. Data minimisation

The Charity shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

3. Accuracy

The Charity shall take reasonable steps to ensure personal data is accurate.

4. Archiving / removal

Pupil Information- Events- Data should be destroyed immediately after the event has concluded.

Volunteer Information- Data should be destroyed after three years, unless consent is renewed. Data should be destroyed immediately upon request of an individual.

Accounting Records- Data should be destroyed when this is no longer required to maintain the statutory records lawfully.

5. Security

All personal data should be stored securely using modern software that is kept-up-to-date.

Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.

When personal data is deleted this should be done safely such that the data is irrecoverable. Hard copies of documents should be shredded or burnt appropriately.

6. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

END OF POLICY

23rd May 2018- V.1