

HEADING	SECTION CONTENT
Aims of this Policy	<p>KaSo Studios needs to keep certain information on its clients to carry out its day to day operations, to meet its objectives and to comply with legal obligations.</p> <p>The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organization.</p> <p>This policy covers staff, volunteers and directors.</p>
Definitions	<p>In line with the Data Protection Act 1998 principles, KaSo Studios will ensure that personal data will:</p> <ul style="list-style-type: none"> • Be obtained fairly and lawfully and shall not be processed unless certain conditions are met • Be obtained for a specific and lawful purpose • Be adequate, relevant but not excessive • Be accurate and kept up to date • Not be held longer than necessary • Be processed in accordance with the rights of data subjects • Be subject to appropriate security measures • Not to be transferred outside the European Economic Area (EEA) <p>The definition of ‘Processing’ is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.</p>

	<p>The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.</p> <ul style="list-style-type: none"> • Accountability: those handling personal data follow publicised data principles to help gain public trust and safeguard personal data. • Visibility: Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data. • Consent: The collection and use of personal data must be fair and lawful and in accordance with the DPA’s eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject’s consent should be explicitly obtained. • Access: Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data. • Stewardship: Those collecting personal data have a duty of care to protect this data throughout the data life span.
<p>Type of information processed</p>	<p>KaSo Studios processes the following personal information: Names, addresses, email addresses, telephone numbers, medical conditions and medication and classes attended.</p> <p>Personal information is kept in the following forms: Paper membership forms, electronic address books, mobile phone contact lists and spreadsheets. Groups of people within the organisation who will process personal information are: Staff and Directors.</p>
<p>Responsibilities</p>	<p>Under the Data Protection Guardianship Code, overall responsibility for personal data rests with the Managing Director. In the case of KaSo Studios this is Sophie Garland.</p> <p>The organisation delegates tasks to the Data Controller. The Data Controller is responsible for:</p>

	<ul style="list-style-type: none"> • understanding and communicating obligations under the Act • identifying potential problem areas or risks • producing clear and effective procedures • notifying and annually renewing notification to the Information Commissioner, plus notifying of any relevant interim changes <p>All staff (paid or voluntary) who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.</p> <p>Breach of this policy will result in action being taken to restrict access to this information to those staff members who have breached this policy, they will also be required to demonstrate that they have trained sufficiently to understand the implications of the Data Protection Act.</p>
<p>Policy Implementation</p>	<p>To meet our responsibilities all staff will:</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way; • Explain why it is needed at the start; • Ensure that only the minimum amount of information needed is collected and used; • Ensure the information used is up to date and accurate; • Review the length of time information is held; • Ensure it is kept safely; • Ensure the rights people have in relation to their personal data can be exercised <p>We will ensure that:</p> <ul style="list-style-type: none"> • Everyone managing and handling personal information is trained to do so. • Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do; • Any disclosure of personal data will be in line with our procedures. • Queries about handling personal information will be dealt with swiftly and politely.

<p>Training</p>	<p>Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:</p> <p>On induction: Ensuring that any new staff (paid or volunteer) are made aware of the importance of data security with relation to records kept on customers.</p> <p>General training/ awareness raising: Staff should be conscious at all times of their responsibility to respect and protect the data which they gather.</p>
<p>Gathering and checking information</p>	<p>Before personal information is collected, we will consider: How we protect the information that we gather and what use we put the data to.</p> <p>We will inform people whose information is gathered about the following: Why we gather the information that we do.</p> <p>We will take the following measures to ensure that personal information kept is accurate: Forms will be completed (where possible) by the individual customer and followed up with that customer if information is unclear.</p> <p>Personal sensitive information will not be used apart from the exact purpose for which permission was given.</p>
<p>Data Security</p>	<p>The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken: Computer files will only be accessible to permitted staff and paper records will be securely filed.</p> <p>Any unauthorised disclosure of personal data to a third party by an employee may result in disciplinary action.</p> <p>Any unauthorised disclosure of personal data to a third party by a volunteer or trustee may result in disciplinary action.</p>

Subject Access Requests	<p>Anyone whose personal information we process has the right to know:</p> <ul style="list-style-type: none"> • What information we hold and process on them • How to gain access to this information • How to keep it up to date • What we are doing to comply with the Act. <p>They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.</p> <p>The following information will be required before access is granted: Name, Address, Classes attended. We may also require proof of identity before access is granted. The following forms of ID will be required: Any approved photo identity ie: driving licence, passport.</p> <p>Queries about handling personal information will be dealt with swiftly and politely.</p> <p>We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request.</p>
Review	<p>This policy will be reviewed at intervals of 3 years to ensure it remains up to date and compliant with the law.</p>