

ReachOut!

Data Protection Policy and Code of Practice

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How we use the information we collect

The Data Protection Act 1998: ReachOut! Code of Practice: Information for Volunteers and Employees

1 About this Code

This is our code of practice on how we use the information we collect about you when you apply for a position as a volunteer or employee with ReachOut! It explains the procedures we follow and the standards you can expect from us. It explains also your rights and how you can get access to the information we hold about you.

Your rights are protected by the Data Protection Act 1998 which came into force on 1 March 2000. This code of practice does not replace the law; it aims to show how we will comply with the law when we use the information that we collect.

2 What information do we collect and why

When you apply for a position with ReachOut! we will ask you to complete different forms either online or on printed forms which requests various items of personal data. In order to explain why we ask for particular personal information, we shall go through each of the questions we ask on the various forms and provide an accompanying explanation.

Personal Details

We ask you to provide:

- Your name and title, and any previous names;
- Your permanent home address;
- Any other address, for correspondence purposes, if this is different from your permanent home address (normally your term time address);
- Your home telephone number;
- Your mobile telephone number;
- Your email address(es);

Why do we require this information?

We need it so that we can correspond or speak with you in connection with ReachOut! project.

Do You Consider Yourself to have a Disability?

To ensure that we can continue to be an equal opportunities employer, and to comply with our obligations under the Disability Discrimination Act 1995, we ask that you advise us if you consider that you have a disability.

Why do we require this information?

To allow us to monitor recruitment and manpower trends including disabled employees or volunteers in order to comply with our equal opportunities policies and to meet our commitments. The information you provide is confidential and any statistical information derived from this information will be anonymised before publication.

Once you volunteer with or are employed by ReachOut! we may also use this data to enable us to provide you with appropriate information relevant to personnel with disabilities or to seek your assistance with various disability projects or initiatives in line with our equal opportunities policies and commitments.

Date of Birth, National Insurance Number and Nationality

We ask you to provide:

Your date of birth, National Insurance number and nationality

Why do we require this information?

Firstly, with regard to information about your nationality, we need to know this in order to comply with our equal opportunities policies and to meet our commitments. We need to know your age so that we can confirm that you are aged 16 and over as that is the earliest age at which you may volunteer or seek employment with ReachOut! and if you are a volunteer, we need to know when you are likely to be finishing your course so we can plan more than 1 year ahead. Also, we need to know both this and the information about your National Insurance Number to enable proper checks to be performed to comply with statutory obligations and our Child Protection Policy. The information you provide is confidential and any statistical information derived from this information will be anonymised before publication.

Police checks

If you are selected as a volunteer and because you will be working with children you will be asked to provide sufficient documentary evidence to enable us or those acting on our behalf to carry out relevant checks pursuant to the Police Act 1997 so as to obtain relevant certificates under the provisions of sections 112 to 115 of that Act to comply with statutory obligations and our Child Protection Policy. Ideally you will be asked to provide a full (10 year) British passport and/or at least 2 of the following, one of which must be an item marked “*“:

- *P45 or P60;
- *an original long version Birth Certificate;
- *an original short version Birth Certificate that bears an issue date within 6 weeks of your date of birth;
- *a National Insurance letter which carries your National Insurance number or card issued by the DSS;
- a British Driving Licence;
- proof of residence at a given address, such as a bill from one of the utilities or a council tax bill.

Availability, Area of Study and Interests

We ask you to provide:

- The days when you would be able to undertake training and provide mentoring
- The subject you are studying
- The year you started your course
- Any special interests or hobbies you may have
- The type of mentoring you think you may be interested in

Why do we need this information?

We need to know this so we can identify how best to provide mentoring in terms of, inter alia, convenient dates, the type of young person a volunteer may wish to work with and the skills, experience and interests of the volunteers which may be matched to the talents, interests and skills of the child receiving the mentoring.

Additional Skills

We ask that you provide:

- details of any keyboard skills that you have;
- any experience you have gained in the use of IT and the software that you have used;
- whether you hold a current driving licence.

Why do we require this information?

We ask you to provide this information so that we can build up a fuller picture of the skills that you have in addition to your educational qualifications and interests as they may be of use both in a mentoring context but also in terms of the management and/or administration of our Project. For example you may be able to provide mentoring in Web design or in relation to specific software skills or you may be able to assist in maintaining records or otherwise helping in the efficient management of the Project.

Further Information

We ask you to provide any further information you think would be of interest to us so that you can provide us with any additional information on your abilities, skills and experience that are not covered elsewhere but which you consider should be taken into consideration.

3 Other Data Requested

You will have noticed that we have asked a number of other questions. These are:

Ethnic Minority Survey Questions

This information is requested to ensure that we comply with the legal requirements of the Race Relations (Amendment) Act and, as an Equal Opportunities employer, to enable us to comply with our Equal Opportunities policy and meet our commitments. The information you provide is confidential and any statistical data that is derived from this information will be anonymised before publication. Once you take up your position with ReachOut! this data may also be used to enable us to provide you with appropriate information or to seek your assistance with various ethnicity projects or initiatives in line with our Equal Opportunities policies and commitments.

Health Declaration

The information in this question is required so that we can assess a volunteer's fitness for mentoring generally or in specific circumstances or situations and to ensure so far as we are able that a volunteer is not placed in circumstances where their health and/or safety could be adversely affected. You should be aware that we do not set standards higher than can be justified in relation to the volunteering work and our obligations under the Disability Discrimination Act 1995 require us to ensure that reasonable adjustments are made in the locations where the mentoring will take place to accommodate the needs of individuals with disabilities.

4 Do we have any other uses for the information you have provided?

The information that you supply will be held and will be retained for the rest of your involvement with the ReachOut! project (and also after you have left ReachOut! unless you wish us to destroy or permanently delete your records.) We retain your records after you have left ReachOut! to enable us to carry out monitoring and statistical analysis e.g. age, disability, ethnic minority profiling etc. in order to comply with our Equal Opportunities policies and commitments and for the progression of Equal Opportunity issues and also to assess the overall impact of our Project. We may also wish to contact you in the future to help us assess whether your involvement in the Project, the skills you learned and the experiences you gained were of a positive benefit to you and if so, in what way.

5 Your rights and how we protect them

When it comes to the information we hold about you, your rights are set out clearly in the law. The Data Protection Act 1998 provides also that people who record and use personal data must be open about how it is used and that they must obey the 8 Data Protection Principles.

In some instances, the law exempts us from these principles. This is normally where obeying the principles would damage the fight against crime.

The next part of this document explains what the Data Protection Principles are and how we obey them. Remember, it is simply an explanation; the code does not attempt to replace the Act itself.

In broad terms, the Data Protection Principles state that when we are dealing with people's personal information, we must:

First Principle - Process it fairly and lawfully

Processing includes 'obtaining, recording or holding information'. We must only obtain it fairly and lawfully. We have to tell you why the information is needed and how we may use it. We have explained this at Sections 2, 3 and 4 of the code. We only process the information in ways that the law allows.

The law imposes extra conditions on us when we are dealing with sensitive information. Information is considered to be sensitive if it deals with racial or ethnic origin; political opinions; religion; trade union membership; physical or mental health; sexual life; and offences or convictions and court proceedings. We will be sure to meet these requirements.

Second Principle - Process it for specific purposes and not in any manner incompatible with those purposes

This means that the information we have on you will be processed only in ways that the law allows.

Third Principle - Only process information that is adequate, relevant and not excessive

This means that we will process only the information that we need to do our job.

Fourth Principle - Ensure that the information is accurate and up to date

This means that we will do all that we reasonably can to ensure that we hold only accurate information. We will review it regularly. We will take all reasonable steps to ensure that the information we hold on you is accurate and up to date. Where this is proved not to be the case, we will either delete it or update it.

Fifth Principle - Ensure that the information is not kept longer than is necessary

As explained at Section 4, “Do we have any other uses for the information you have provided”, information that you provide at the time of your first volunteering with the ReachOut! project will be held until you finish your involvement with ReachOut! and unless you ask us to delete or destroy it when you leave the Project we will retain the information indefinitely thereafter for the reasons and purposes given.

Sixth Principle - Ensure that the information is treated in accordance with your rights

In accordance with this 6th Data Protection Principle, you have a right to:

- know what information we hold about you,
- ask us to amend anything that is incorrect,
- ask us to delete any personal information that we should not be keeping.

Seventh Principle - Take care of your personal information

This means that we will do everything necessary to take very good care of any personal information that we hold on you. This includes:

- ensuring the integrity of the staff who have access to your personal information,
- treating your personal information as confidential and in accordance with our formal procedures for the handling and storage of personal information.

Eighth Principle - Ensure that your personal information is not transferred outside the European Economic Area unless there are suitable safeguards in the countries to which it needs to be sent

This Principle is unlikely to affect you.

6. Where to get more information about the Data Protection Act

If you want to know more about the Data Protection Act 1998, you should write to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or visit their website at: <http://www.dataprotection.gov.uk>