

Data Protection Policy

The purpose of this document is to ensure that everyone working within or using Oban Pride has a clear understanding of the storing of personal information and the requirements of the Data Protection Act 1998.

In line with Oban Pride Confidentiality Policy, the Data Protection Policy ensures that where personal information is stored about Committee Members, Volunteers and service users that this is kept confidential and a high standard of handling personal information is upheld.

Oban Pride offer confidentiality to enquirers.

All information received will be respected and the rights of the individual will be paramount.

Oban Pride consists of committee members and volunteers together with workers and volunteers from other agencies who will be designated as part of the team. Information received by an individual Oban Pride committee member or volunteer can be shared within the Oban Pride committee members on a need-to-know basis. Confidentiality is to the team and not to the individual. However, committee members and volunteers should be careful to discuss enquiries appropriately in a way that would put the rights of the individual first.

Data Protection Act 1998

The Data Protection Act aims to promote high standards in the handling of personal information and so protect the individual's right to privacy.

The Act applies to organisations holding information about living individuals in electronic format and, in some cases, on paper. They must follow the eight data protection principles of good information handling which say that that personal information must be:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure; and
- Not transferred to countries outside the European Economic Area unless the information is adequately protected.

The Act covers any information that relates to living individuals which is held on computer or on paper files. For example, this may include information such as name,

address, date of birth and opinions about the individual or any other information from which the individual can be identified.

The information covered by Oban Pride Data Protection policy includes:

- Oban Pride database
- Email Communication within the Organisation
- Paper information with individual's personal details
- Enquiry notes and telephone messages
- Volunteer Personal files
- Email communication to third parties

Routine requests from individuals

Routine requests for information from service user and staff about their own files will be given provided they are identified as being the actual person. This will be done by asking for person's date of birth and/or address which can be checked against the file.

Formal Requests for Individuals

- a. Individuals have a right under the Data Protection Act to get a copy of the information Oban Pride holds about them on computer and in some manual filing systems. This is known as the right of subject access.
- b. Any subject access request will be responded to within 40 days and when reasonable identification of the requester has been achieved. All formal information requests should be referred to Committee Members
- c. Written requests can be made to ObanPride@gmail.com

Requests for information from Third Parties

Oban Pride will not disclose any information to third parties without the agreement of the person involved

Retention and destruction of volunteer personal data

Team Personal Files are kept in a locked cabinet and access to them is restricted.

Files are destroyed 6 years after the volunteer leaves Oban Pride. A database is also maintained which gives basic information needed for references etc

Working files including submitted applications for volunteers are retained for 9 months after a recruitment process has reached a successful conclusion and all information relating to unsuccessful applicants are then shredded – files are stored in a locked filing cabinet.

Following guidance from the Disclosure Scotland, once a clearance is received and checked in line with the policy statement on the recruitment of ex-offenders its certificate number and date are recorded and the disclosure certificate is destroyed. Oban Pride will keep its record of all clearances for 6 years after the volunteer has finished with Oban Pride.

Data Protection Policy – Taking Photographs

The data protection Act applies where photographs are being taken for official use which would include any purpose for promotion of Oban Pride services:

- Facebook, Twitter and other social media pages run by Oban Pride
- Website
- Presentations
- Displays
- Media i.e. newspaper

Photographs of activities and events are recognised as being a positive way of identifying and promoting good practice within Oban Pride.

When taking photographs permission should be sought verbally from the person being photographed this is for all uses of the photograph including public display, social media and printed media.

When general photographs of an event ran by Oban Pride are being taken not focussing on a particular group of people, then permission does not need to be sought, however it is by good practice that Oban Pride will have signs clearly stating that photographs will be taken and maybe used in any media form, those wishing not to be visible in any photographs should make themselves known to the official photographer supplied by Oban Pride or other media outlets.

When taking photographs of children written permission should always be sought from parents or guardians. Good practice suggests that in addition verbal consent from the child should be asked at the time of the photograph being taken.

This policy does not cover the general public taking their own photographs.

Data Protection Policy – Taking Video

The Data Protection Act applies where videos are being taken for official use which would include any purpose for promotion of Oban Pride services:

- Facebook, Twitter and other social media pages run by Oban Pride
- Website
- Presentations
- Displays
- Media i.e. news reports

Videos of activities and events are recognized as being a positive way of identifying and promoting good practice within Oban Pride.

When taking videos permission should be sought verbally from the person being filmed. This is for all uses of the videos including public display and social media.

When general video recordings of an event run by Oban Pride are being taken, not focussing on a particular group of people, then permission does not need to be sought, however it is by good practice that Oban Pride will have signs clearly stating that video and sound recordings will be taken and maybe used in any media form. Those, wishing not to be visible in any videos and sound recordings should make themselves known to the official videographer supplied by Oban Pride or other media outlets.

When taking videos of children written permission should always be sought from parents or guardians. Good practice suggests that in addition verbal consent from the child should be asked at the time of the video being taken.

This does not cover the general public taking their own videos or live feeds at Oban Pride Events.

Photograph & Video permission forms can be found at each Oban Pride Event.

PRIVACY POLICY

This policy describes how and why Oban Pride Committee uses your personal information, how we protect your privacy when doing so, and your rights and choices regarding this information. We promise to respect any of your personal information which is under our control and to keep it safe. When we collect your information, we aim to be clear about how we use your data.

Our use of personal information allows us to keep you up to date on information that you have told us you are interested in, such as our events and the activities we undertake.

Who We Are?

We are Oban Pride Committee, Members, and Volunteers

How We Collect Information About You

You may give us your information in order to sign up for one of our events or activities, make a donation, register as a volunteer, apply for funding or otherwise communicate with us.

What Type Of information Is Collected From You

The personal information we collect might include your name and email address.

How Is Your Information Used

We may use your information to:

- process a donation that you have made;
- process orders/applications that you have submitted;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies' goods and services;

Who Has Access to Your Information

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes unless this is explicitly explained to you and you agree to your information being shared

Please be assured that we will not release your information to third parties beyond Oban Pride for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How We Keep Your Information Safe

We ensure that there are appropriate technical and organisational controls (including physical, electronic and managerial measures) in place to protect your personal details. For example, our online forms are always encrypted and our network is protected and routinely monitored.

How Long We Keep Personal Information For

We keep personal data collected via forms for 2 years. We keep financial information for 7 years for tax and auditing purposes.

Your Choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the work we do, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

16 Or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review Of This Policy

We keep this Policy under regular review. This Policy was last updated in March 2019.

Contacting Us

If you have any questions, comments or suggestions, please let us know by emailing obanpride@gmail.com

