IBK Data Protection Policy

Updated: January 2022

Policy Statement

IBK are committed to ensuring any personal and sensitive data is kept securely and in accordance with the Data Protection Act 1998. As a social enterprise working with Personal Assistants, vulnerable adults, children and families, some personal data has to be stored in order for us to fulfil our organisational requirements and the services we offer, but this is done in adherence with this policy.

Policy Scope

This policy applies to:

- People employed by ibk
- Families / individuals supported by ibk to manage their social care budget and/ or to recruit PA's
- Personal Assistants who are employed by families we support
- Young people and families on our befriending &/or education programmes

Data Protection Risks

This policy serves to help ibk from the following security risks:

- Breeches of confidential information
- Failure to offer choice to people who we hold data on
- Reputational risks if data is not held safely and appropriately.

Roles and Responsibilities

The director of IBK, Pippa Murray, ultimately takes overall responsibility for compliance with the policy.

Managers and staff are also jointly responsible for compliance in their specific area of the organisation.

Every employee has a duty to read and comply with this policy when handing any data relating to the people we work with.

Our commitment

In line with the Data Protection Act 1998, we commit to:

- have legitimate grounds for collecting and using the personal data and be clear from the outset about why we are collecting personal data and what we intend to do with it
- not use the data in ways that have unjustified adverse effects on the individuals concerned
- be transparent about how we intend to use the data
- handle people's personal data only in ways they would reasonably expect
- make sure we do not do anything unlawful with the data.
- not hold more information than we need in order to fulfill our requirements
- Ensure data is accurate

Storing and deleting data

- We will ensure that any information we store on our computer system is stored securely on password protected files, and password protected laptops/ computers.
- We strive to be as 'paperless' as possible in order to ensure data is stored securely but any paper based data is stored in files which are locked away every evening
- Where data is no longer required, we will ensure it is safely deleted or destroyed.
- Computers have malware software installed and staff are not permitted to put sensitive data onto memory sticks where they may be a danger of it being lost or stolen.
- Any breech of security must be reported immediately to the director who can then take steps to rectify this.

- Details of a financial nature are stored on a specific financial software programme, designed to keep details secure and only accessible to authorized people (Finance personnel and the director, Pippa Murray)
- Email must be sent with care, ensuring the recipient is correct and understands their data protection obligations. Where necessary, data should be sent in a zipped or password protected file.

Rights

Anyone who we hold sensitive data for is entitled to request to view this, and we will aim to provide this information to them as soon as we reasonably can.

Any data that an individual feels is inaccurate, or excessive, has the right to ask ibk for this to be reviewed or removed.

Individuals are entitled to ask how we are meeting data protection obligations in relation to their data.

Exceptions

The only time in which ibk would disclose data without consent is to law enforcement agencies in circumstances where this is necessary. In these cases, we will always seek proof the request is legitimate and seek advice from the board of trustees to ensure this is done appropriately.

It should be remembered that the incorrect processing of personal data e.g. sending an individual's details to the wrong person; allowing unauthorised persons access to personal data; or sending information out for purposes for which the individual did not give their consent, may give rise to a breach of contract and/or negligence leading to a claim against ibk. A failure to observe the contents of this policy will be treated as a disciplinary offence.

Ibk Employee sign sheet

I agree to abide to the principles and rules of this policy.

Signed ----------

Position----------

Date----------