

The Oasis Centre – Cornwall

Data Protection Policy

The Trustees have adopted this policy in order to comply with the requirements of the Data Protection Act 1998 (“the Act”) as it applies to the Charity. For the purposes of the Act, the Trustees collectively are the Data Controller and will decide what personal data may be collected, held and used by the Charity. For day-to-day purposes, the collection, holding and use of personal data by the Charity is the personal responsibility of Miss Pat Walton, who is the Charity’s Data Protection Officer.

The Collection of Personal Data

The person to whom personal data relates is called “the data subject”. The following personal data may be collected by the Charity: -

1. The names, addresses and contact details of the Trustees, all persons who volunteer or otherwise make themselves available to work for or with the Charity, all persons who attend events organised by the Charity or in which the Charity plays a part, all persons who seek the assistance or advice of the Charity and all persons who support the Charity in any way. This data may only be collected to enable the Charity to carry out its work, to encourage the support and involvement of and to communicate with those persons. This data is referred to below as “general personal data”.
2. Sensitive personal data relating to all persons who attend events organised by the Charity or in which the Charity plays a part and all persons who seek the assistance or advice of the Charity if, and only if, that sensitive personal data is of direct relevance to the support, assistance and advice that the Charity is able to provide to the data subject. This data may only be collected to enable the Charity to carry out its work. The following sensitive personal data is included under this heading – racial or ethnic origin, religious or similar beliefs, physical or mental health, sexual life, criminal record and criminal proceedings relating to that person’s offences. This data is referred to below as “sensitive personal data”.

The data subjects must give their consent to the collection of their personal data and understand what it is to be used for. In the case of sensitive personal data, it is important to ensure that the data subject understands why the data is needed, what it is to be used for and, so far as is reasonably practicable, it should be checked that the data subject is sufficiently competent to give consent and has given it freely and without any form of duress.

The Holding of Personal Data

1. The general personal data shall be held in written and/or computerised records accessible only by all Trustees and others who need to have access to those records for the purposes of the Charity’s work.
2. The sensitive personal data shall be held in written and/or computerised records accessible only by the Data Protection Officer and any other person specifically authorised by the Trustees.
3. It is the responsibility of the Data Protection Officer to take appropriate measures to prevent unauthorised access to and/or loss of all personal data held by the Charity.

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The Use of Personal Data

1. The general personal data shall be used only for the purposes of the Charity's work and to encourage the support and involvement of and to communicate with the data subjects.
2. The sensitive personal data shall be used only for the purposes of the Charity's work when the use of that data is essential to the advice and assistance that the Charity is able to provide to the data subject and its use is considered to be in that person's best interests.
3. The general personal data may only be disclosed to persons requiring that data for the performance of the Charity's work and to other persons only as is necessary for the Charity's work.
4. The sensitive personal data may only be disclosed when disclosure is lawfully required or that disclosure is essential for the Charity's work concerning and considered to be in the best interests of the data subject.
5. No personal data may be disclosed without the consent of the data subject.

First adopted by the Trustees on 20th April 2016 and to be reviewed annually in January.