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Heart for
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POLICY:

Data Protection, Confidentiality and GDPR

Implemented:

Date of last review:

Date of next review:

December 2024

This Policy applies to all activity undertaken by Heart for Chorley in pursuing its purpose as a Registered Charity serving its beneficiaries, partners and the community.

Purpose

The purpose of this policy is to ensure that data and personal/ sensitive information is handled in the most appropriate and legally compliant manner for the safety, security and benefit of all stakeholders.

Introduction

Heart for Chorley is committed to ensuring the privacy, confidentiality, and protection of personal information and sensitive data. This policy outlines our approach to data protection, confidentiality, and compliance with the General Data Protection Regulation (GDPR) in accordance with UK law.

Scope

This policy applies to all trustees, managers, staff, volunteers, and residents associated with Heart for Chorley, including interactions with the Local Authority, referring agencies, and our partners, Green Pastures and Dizzy Duck Designs Ltd.

Principles of Data Protection

Heart for Chorley is committed to the principles of data protection outlined in the GDPR, including:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Data Collected and Processed

We collect and process personal information and sensitive data, including but not limited to:

- Personal history, including experiences of abuse, addictions, and criminality
- Contact information
- Health information
- Support plans and progress reports

Legal Basis for Processing

Data processing will be conducted on one or more of the following legal bases:

- Consent
- Contractual necessity
- Legal obligation
- Vital interests
- Legitimate interests

Data Security

Heart for Chorley implements appropriate technical and organisational measures to ensure the security of personal data. This includes access controls, encryption, regular data backups, and staff training on data protection. Data is stored with the support of Dizzy Duck Designs Ltd.

Confidentiality

All partners, trustees, managers, staff, and volunteers are bound by confidentiality agreements. Access to personal information is restricted to individuals who require it for their roles. Unauthorised access, disclosure, or sharing of information is strictly prohibited.

Sharing of Information

We may share information with the Local Authority, referring agencies, and partners such as Green Pastures as necessary for the provision of support services. All external parties are required to comply with data protection regulations.

Data Subject Rights

Individuals have the right to access, rectify, erase, restrict processing, object to processing, and data portability. Requests should be submitted to the Data Protection Officer (DPO) in writing.

Data Breach Response

In the event of a data breach, Heart for Chorley will promptly assess and report the breach to the Information Commissioner's Office (ICO) and affected individuals as required by law.

Data Protection Officer

Heart for Chorley has appointed a Data Protection Officer (DPO) responsible for ensuring compliance with data protection laws and regulations. The DPO can be contacted at sean@heartforchorley.org.

Review and Update

This policy will be reviewed annually or as needed to ensure continued compliance with GDPR and other relevant data protection laws.

Conclusion

Heart for Chorley is committed to maintaining the highest standards of data protection and confidentiality. This policy is designed to protect the rights and privacy of individuals and to ensure compliance with applicable laws and regulations. All stakeholders are expected to familiarise themselves with and adhere to this policy. Failure to comply may result in disciplinary action, including legal consequences.

Dizzy Duck Designs Ltd provides systems use and data storage facilities as their charitable support of Heart for Chorley.