



FISH Volunteer Centre

DATA PROTECTION POLICY

1. FISH Volunteer Centre recognises the public's and voluntary/community sector's expectation that their personal information will be handled in accordance with the law.
2. FISH Volunteer Centre regards the lawful and correct treatment of personal information as important to successful operations and to maintaining the confidence of those people it deals with.
3. FISH Volunteer Centre fully endorses and will adhere to the principles of the **general data protection regulation (GDPR)** that came into effect on 25 May 2018.
4. You should familiarise yourself with Codes of Practice and Operating Guidelines relevant to you and implement them.
5. **Breaking data protection law could lead you into prosecution and dismissal!**
6. Disclosure of Personal Information
 - **DO** treat personal data with care
 - **DO** check identities of people by either asking a question that only a bona fide caller would know before
 - Disclosing information by phone
or ask to see some form of identification before
 - Disclosing information by interview
 - **DO** check there is a need to know basis before disclosing to colleagues
 - **DO** use confidential waste to dispose of documents containing personal data
 - **DO** ensure other people cannot see personal data on your computer system or the documents you are using if they have no need to
 - **DO** not leave personal data on your desk when you are not there
 - **DO** make sure you have adequate secure storage for documents
 - **DO** use passwords to protect the data on your computer system and don't share your login and password
 - **ONLY** use personal data for the purpose it was collected
 - **ONLY** disclose personal data to those people who have a right and a need to know
 - **ONLY** disclose personal data to authorised third parties

7. If You Are In Any Doubt, Don't Disclose, Seek Advice

Equality and Diversity

We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics

Monitoring and Review

The Senior Management Team, with adequate consultation of the Board of Trustees, will regularly review the operation of this policy.

The Trustees of FISH Volunteer Centre adopted this Policy on 25th April 2019 to be reviewed in two years.