



DATA PROTECTION POLICY

1 Data Protection legislative requirements

- 1.1 The Data Protection Act and related legislation lay down strict rules about the way in which data about people is kept and used by all organisations.
- 1.2 The principle requirements are that all personal data is processed fairly, only used for lawful purposes, is adequate but not excessive, is kept up to date, is not kept for longer than is required and is processed in accordance with the rights of “data subjects” (which are the people about which the data is held). Incidentally, these requirements do not apply to information about companies.
- 1.3 There are requirements for registering with the “Information Commissioner” set out in the legislation. However, the Foundation has reviewed these requirements, discussed them with colleagues in other Foundations, checked with the Commissioner’s office and as a result has concluded that it does not deal with any data which it holds in such a way as would result in the Foundation having to be formally registered. Accordingly, and by virtue of a conscious and deliberate decision, the Foundation is not registered with the Commissioner’s office. The Foundation accepts and complies with the principles set out in the legislation.
- 1.4 Contact details for the Information Commissioner are: **Address:** Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. **Telephone** Helpline: 01625 545 745. **Fax:** 01625 545510. **To enquire about notification** under the Data Protection Act please email our Notification Team at notification@ico.gsi.gov.uk
- 1.5 This policy is accessible to anyone who requests to see it in a hard copy format, and it is displayed on the Foundations website so as to demonstrate openness and accessibility.
- 1.6 Every organisation has to have a designated “Data Controller”. That person is responsible for ensuring that the legal requirements of the Act are complied with. The Data Controller for the Foundation is the Chief Executive whose contact details are available from the Foundation office (Telephone Number: 01884 235887) and are displayed on the DCF main website which is www.devoncf.com The office address is: Devon Community Foundation, The Factory, Leat Street, Tiverton, Devon, EX16 5LL.

2. How DCF handles Personal Data

- 2.1 DCF ensures that when collecting personal information from people it is made clear what the information is being used for, and that it will only be used for those purposes. If information is to be used in any other way then a separate and specific further consent will be sought from the relevant data subject (the person to whom the data relates).
- 2.2 The information which is held by the Foundation includes the following: general information such as names, addresses and telephone numbers, information about people and groups, information about donors, information about trustees (Foundation Board Members), details about applicants for grants, and information about employees etc. Some very specific information is also held, including for example bank account details, personal and organisation references (the latter in the form of hard copies) and information about the legal status of Groups.
- 2.3 Much of this information is required to help deal with, and decide on, applications for financial grants, whether eligibility criteria are met, for statistical analysis, to assist with reporting back to donors and for keeping normal business records. More sensitive information is only processed in response to a legal requirement or with the express consent of the data subject (the person to whom the information relates).
- 2.4 As a safeguard to people about whom data is kept, electronic data is held in password protected databases. Manual data is held in files kept in offices which are locked.
- 2.5 Staff and trustees are aware that they have a responsibility to keep information confidential, in line with the Foundation's Confidentiality Policy.
- 2.6 The Foundation does not transfer data to others electronically, and does not sell any lists containing data to any other bodies, nor does it undertake credit checks.

3. Access to Data held by DCF

- 3.1 If any person believes that the Foundation holds data about them and makes a request for it, that data will be made available to the person concerned.

4. Text to be printed on Documents which seek Personal Information

- 4.1 The following narrative will appear on all documents used by the Foundation which require the provision of personal information:

“Any information provided to DCF will be held as a computerised database to be used to inform you about services offered by DCF and selected third parties via the administration of mailings, e-mails etc. We may occasionally pass on

your details to other organisations or companies or individuals if we think that that might be of use to you.

Please tick here if you do not want us to pass your details to anyone

Please tick here if you do not want us to keep in touch

- END -