

# Agape Volunteers

## Data Protection Policy



Agape Volunteers is committed to meeting its obligations under the UK Data Protection Act of 1998. We will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law. We will only use data in ways relevant to carrying out its legitimate purposes and functions as a charity in a way that is not prejudicial to the interests of individuals. Agape Volunteers will take due care in the collection and storage of any sensitive data. Our staff will do their utmost to keep all data accurate, timely and secure.

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As an international organization, Agape Volunteers will share its data with Agape Volunteers staff and partners overseas but will work to ensure that all staff understand they are required to observe UK data protection laws when handling data transferred overseas.

All Agape Volunteers staff, whether permanent or temporary, and voluntary workers, must be aware of the requirements of the Data Protection Act when they collect or handle data about an individual. Agape Volunteers staff must not disclose data except where there is subject consent, or legal requirement. Data sent to outside agencies must always be protected by a written contract. All collection and processing must be done in good faith.

The Data Protection Desk (based in the Chief Executive's Office) will keep records of all complaints by data subjects and the follow up. It will also keep a record of all data access requests. There will be a repository of all Agape Volunteers statements of Data Protection Law compliance and information about any contacts made with the Data Protection Registrar.

This information will be available to staff and data subjects on request. Agape Volunteers will inform subjects of any processing, disclosure or overseas transfer that does not fall within Agape Volunteer's purpose in a way that any individual supplying could be expected to understand. Agape Volunteers will keep registration (now called notification) up to date.

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### Principles of data protection outlined in the data protection act:

Anyone processing personal data must comply with the eight enforceable principles of good practice. These state that data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection.



All volunteers or staff are encouraged to share concerns with the group's committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our group's child protection monitor, who would then make a referral to Social Work who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately.

### To this end volunteers and staff will follow the procedures below:

- Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs.
- Share their concerns with the monitor for the group and agree action to take.
- Always **REFER** never **INVESTIGATE** any suspicions or allegations about abuse.