



St Andrew's Community Network

Data Protection Policy

Statement of Intent

St Andrews Community Network needs to collect and use certain types of information about individuals who come into contact with St Andrews Community Network in order to carry on our work.

Due to the nature of the work undertaken by St. Andrew's Community Network (mainly involving vulnerable adults), much of the data processed is defined as sensitive, and handling such data well is a priority for the organisation.

St Andrews Community Network will ensure that personal information is treated lawfully and correctly. Personal information will be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and we will put safeguards in place to ensure this under General Data Protection Regulations (GDPR) 2018.

St Andrew's Community Network is the Data Controller under the Act, which means that will ensure that the data protection principles of the Act are followed when determining what purposes personal information is held for, how it will be processed and what it will be used for. It is responsible for notifying the Information Commissioner Office (ICO) of the data it holds or is likely to hold, and the general purposes that this data will be used for. St Andrew's Community Network is also responsible for reporting and responding appropriately to a breach of data.

In normal circumstances, St Andrews Community Network will inform individuals/Service users how and with whom their information will be shared, this information is contained in our privacy notice.

We will review and update this policy in accordance with our data protection obligations, and we may amend, update or supplement it from time to time. We will circulate any new or modified policy to staff when it is adopted.

St Andrews Community Network regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

If you have any questions regarding this policy, please contact the data protection lead.

Policy approved by: The Board of Trustees

Date Approved: April 2023

Date for Review: April 2024