

Data Protection and Handling Procedures

Introduction

NETCO Management Services Ltd is required by law to comply with the Data Protection Act 1998 and any subsequent amendments. The company therefore complies with the national guidelines in relation to data protection.

The Directors of the company appoint a Data Protection Officer. The officer is responsible for apprising the Directors and any other appropriate staff of any changes in requirements under the Act and for ensuring that procedures are in place for meeting legal requirements.

Central records – working methods

The central records of activity are kept on a computer database.

Only staff stipulated by the Directors, who have need to access information within the database in order to carry out their duties, may have access to some or all of the information on the database. Any member of staff who is given access to information in the database must have successfully completed a Disclosure and Barring Service (DBS) check.

Information, which may be entered into the database, may be:

- Details of school and business contact details.
- Contract information including reports and finance details
- Project and programme information
- Films

It is a requirement of the Data Protection Act 1998 that persons give their written authorisation to have their details recorded. The database is not distributed to any other third party and is not used for non-work related functions.

Central database – archive and deletion

The records of work based delivery activity will be transferred into an 'archive' section of the database after 90 days. Paper records of projects and programmes and will be destroyed after a total of 7 years. The term will depend on contractual requirements and in some cases storage may be longer than the seven years stated.

Web - working methods

As information published on the web is available worldwide, no data generated from the database will be used for this purpose. The webmaster, on behalf of NETCO, will be responsible for reviewing all information to be posted, for reviewing the site on a regular basis and for forwarding new and changed information to the 'webmaster' to be actioned.

In the case of the NETCO wishing to post other information on individuals e.g. photographs or film then a permission form will have to be completed.

Web – archives and deletion

Personal information received by the web-master will be deleted/destroyed once posted on the web. All permission forms will be held by the web administrator and will be destroyed when the electronic information is removed.

Data security

- Computer systems containing personal information on behalf of NETCO must be secure and password protected.
- The database must be password protected.
- A back-up copy of the database is supplied to the Directors.
- A back-up copy of the database is maintained.
- Other authorised staff will be supplied with minimal information as necessary to enable them to complete their tasks
- All paper records containing personal information must be secured in a cupboard or cabinet.
- All personal information held in paper form is destroyed by shredding. CDs are broken.

Access to personal information

Under the Data Protection Act, individuals are entitled to see the records relating to them. Such a request should be submitted in writing to NETCO and enclosing a stamped self-addressed envelope. NETCO will supply the information within 30 working days of receipt of the request.

Amendments to the procedure

This procedure will undergo regular review on a three-year cycle.

References

Data Protection Act 1998