



Pimlico Toy Library (PTL)
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CONFIDENTIALITY, DATA PROTECTION AND COPYRIGHT POLICY

Confidentiality

During employment or a voluntary placement with Pimlico Toy Library all staff and volunteers have a duty:

- Of confidentiality, covering general information about Pimlico Toy Library's work, processes and procedures;
- To act in good faith;
- To act honestly;
- Not to compete with Pimlico Toy Library or its services.

Staff and Volunteers must not disclose any confidential information arising out of their employment or placement at any time, unless such disclosure is authorised by Pimlico Toy Library or official body (such as the Charity's Commission for example).

Pimlico Toy Library offers the following advice and protocols to help staff and volunteers protect sensitive or confidential information:

- Mark appropriate documents as confidential and envelopes as "private and confidential" and restrict the circulation of confidential documents;
- All hard copy documents, including confidential documents, are to be locked securely on the premises;
- All Personal data is held on PCs which are password protected. Databases must also have restricted access to relevant users;
- Be aware when documents are at risk of exposure, for example, when photocopying, on view on your desk or PC screen;
- When disposing of confidential documents ensure they are destroyed and not recycled.

As a guide the type of information which should be considered confidential relates to: finances, funding and business planning, and service user, volunteer and staff personal information and matters.

Data Protection

PTL Confidentiality, Data Protection and Copyright Policy

Date adopted: 17/09/2012

Last updated: 08/02/2016

Under the Data Protection Act 1998 Pimlico Toy Library has responsibilities regarding the data and information held on individuals. Accordingly PTL must comply with certain principles regarding personal data in that it must be:

- Processed lawfully and fairly;
- Obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Adequate, relevant and not excessive for its stated purpose;
- Accurate and, where necessary, kept up to date;
- Held no longer than is necessary other than for the purpose or purposes it was acquired;
- Processed in accordance with the rights of the data subjects under the Data Protection Act 1998;
- Held under appropriate security to prevent unauthorised access, accidental loss, destruction, alteration or unauthorised disclosure;
- Not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of the data subjects in relation to the processing of the personal data.

No data should be disclosed to external parties without the express consent of the subject being obtained.

The Personal Data PTL hold may include:

- Job applications and CVs
- Payroll information
- Volunteers' and Trustees' details
- Members' details
- Case notes for service users, clients and other beneficiaries
- Data for evaluation and feedback purposes
- Personal information on donors
- Health information for staff, volunteers and trustees
- Donor information

PTL also recognises the importance of holding Sensitive Data and incorporates appropriate measures to ensure it is safe and secure. Sensitive Data includes:

- The racial or ethnic origin of the subject
- The subject's political opinions
- The subject's religious beliefs or beliefs of a similar nature
- Whether the subject is a member of a trade union
- Information on the subject's physical or mental health condition
- Information on the subject's sexual life
- The commission or alleged commission of an offence by the data subject
- Information relating to the commission or alleged commission of an offence by the data subject (i.e. the sentence of a court in relation to an offence)

All employees and volunteers at Pimlico Toy Library must ensure that they work within these principles. PTL's Coordinator can provide further information on the Data Protection Act 1998 and its implications to anyone (staff, volunteers and users) who wish to see it.

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PTL is registered with the Information Commissioner and pays an annual fee.

For any online donations PTL informs the potential donor of what details it will hold on them and allow for them to opt out of their details being held in PTL's database.

Copyright

The copyright of any work created, developed or carried out by an employee or volunteer of Pimlico Toy Library in the course of their employment or volunteering remains the property of Pimlico Toy Library. The work, together with any benefit from the work, belongs exclusively to Pimlico Toy Library. Employees and volunteers therefore have a duty to return any work, produced or copied in any medium or material to Pimlico Toy Library on request and at the end of their employment or volunteer placement with PTL.

CONFIDENTIALITY, DATA PROTECTION AND COPYRIGHT POLICY AGREEMENT

All staff and volunteers must sign below to acknowledge they have read and will conform to the Confidentiality, Data Protection and Copyright Policy as set out above

Name _____

Signature _____

Date _____