

# *A Little Lifetime* Foundation

Formerly ISANDS - founded 1983



## **A Little Lifetime Foundation Data Protection Policy**

### **Purpose**

In this policy A Little Lifetime Foundation defines how we manage all communication and data to the charity and our responsibilities as a Board, volunteers and employees.

A Little Lifetime Foundation 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.

A Little Lifetime Foundation intends to ensure that personal information is treated lawfully and correctly.

To this end, A Little Lifetime Foundation will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1988 & 2003.

### **Data Controller**

A Little Lifetime Foundation is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

### **Procedures**

The IT infrastructure, including e-mails, database and internet access represent a significant investment on behalf of the organisation. A Little Lifetime Foundation must ensure the systems and access are managed correctly, not abused in how they are used or for what they are used, the parameters and restrictions for their use are defined below.

A Little Lifetime Foundation will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, A Little Lifetime Foundation will ensure that the Individual/Service User:

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- c) Has received sufficient information on why their data is needed and how it will be used

### **Data Storage**

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately. It is A Little Lifetime Foundation responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

### **Data access and accuracy**

All Individuals/Service Users have the right to access the information A Little Lifetime Foundation holds about them. A Little Lifetime Foundation will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, A Little Lifetime Foundation will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection

- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the ways it hold, manage and use personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

### **E-Mails and Contents**

The primary purpose of the e mail system is to promote effective communication and this should not be abused. While e mail is a fast and efficient method of communication, it must not be overlooked that it has the same legal effect as written communication. Due to the permanent nature of e mails and the legal implications to the organisation, employees and volunteers, messages should be written and formatted in the same manner as standard written communications. The wording, tone and language should be concise and carefully prepared in order to avoid ambiguity, inaccuracy, claims of defamation, breach of confidentiality and the possibility of offending anyone. No form of discriminatory comment, aggression, harassment or bullying is permitted through e mails.

All emails sent on behalf of A Little Lifetime Foundation will have the following disclaimer displayed-

### **DISCLAIMER**

**This email and any files attached to it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify A Little Lifetime Foundation, [info@alittlelifetime.ie](mailto:info@alittlelifetime.ie).**

### **Confidentiality**

Employees and volunteers are not permitted to register with sites or electronic services in the company/charity name without the prior permission of management. They are not permitted to reveal internal information to any sites, be it confidential or otherwise, or comment on company matters, even if this is during after hours or personal use. Strict confidentiality applies to all electronic communication and data. All personal information or data registered with A Little Lifetime Foundation in any format, (data base, web forum etc.) will be treated with strict confidentiality at all times.

### **Monitoring**

The organisation retains the right to monitor and record the activities of all users on the system. It retains the right to monitor (intercept and read) each individual's e mail, Internet and PC activity to ensure the protection of all data, employees and volunteers, and that there is no abuse of privilege.

### **Abuse and Disciplinary Procedure**

Any person found to be abusing the electronic communication system or database will be subject to disciplinary action. This includes any attempt to circumvent system security, including firewalls, put in place to protect the organisation.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1988 & 2003.

In case of any queries or questions in relation to this policy please contact the A Little Lifetime Foundation Data Protection Officer:

Name and contact details of the Data Protection Officer-

Signed: Blanaid Morris

Position: Data Protection Officer/Finance Administrator

Date: 15.01.18

Review Date: