

CARIS ISLINGTON CONFIDENTIALITY AND DATA PROTECTION POLICY

CARIS Islington recognises that any user of our services, whether an individual or an organisation, has the right to expect that any information imparted by them to CARIS Islington will be used only for the purpose for which it is given and should not be released to anyone else outside CARIS without the user's consent.

The right to privacy is essential to ensure that the user has trust and confidence in the organisation and is treated with respect and dignity.

Information about the internal affairs of CARIS Islington is also confidential.

CARIS Islington follows the eight principles of the Data Protection Act 1998 as listed below: These principles specify that any data collected about our staff, volunteers or clients must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with people's rights
- secure
- not transferred to countries outside the EU without adequate protection.

And in addition, all information gained via the Criminal Records Bureau relating to staff or volunteers will be confidential to the registered person[s] or the designated contact person at CARIS.

Information about current staff will be stored in accordance with the provisions of the Data Protection legislation and associated guidance. Where there is a business need to retain records on staff who have ceased employment with CARIS [for example, in case of requests for references, or in relation to taxation] this will be kept as long as is appropriate and in accordance with DP guidance.

Please refer to the separate Policy on Confidentiality and Data Protection in respect of the Bereavement Service, and to the Volunteer Handbook in respect of the Cold Weather Shelter

Agreed October 2009