**GDPR & privacy policy**

*All policies are subject to trustee approval*

# Purpose and Scope of Policy:

People and Work is committed to and compliant with all UK Data Protection legislation. Everybody who handles personal and sensitive information is confident and competent in meeting an individual’s Data Protection Rights.

# Key Principles:

We respect the privacy of all individuals and the personal and sensitive nature of the information they share with us. The way that we collect, store and share information reflects the trust given to us.

When planning to collect information, we only collect and/or store personal data for a reason (e.g. if necessary/helpful) and if we are able to identify the legal basis that applies and we know where the information is stored both offline and online (i.e. secure servers – People and Work uses Microsoft 365 and a secure UK back-up location).

Our administrative systems that collect or store personal and/or sensitive information are GDPR compliant e.g. Microsoft 365 and Iris Payroll. This also applies to ad hoc systems such as questionnaires, interviews and project participant information.

Individuals (or their parent/legal guardian) have the right to request to see any information held on them by Subject Access Request.

# Key procedures

People and Work’s Data Controllers are the Director and Project Manager.

People and Work Unit (known as People and Work) is registered with the Information Commissioner’s Office and renews this registration annually.

All people who handle personal information on behalf of People and Work must complete GDPR/Data Protection training and update this every 3 years.

Privacy notices are provided to all participants in research or evaluation studies and this notice is displayed or read out loud at the point of collection of project participant information.

Advice, Data Protection/GDPR Complaints and Subject Access Requests are handled by the Director or Project Manager.

# Key References and Contact Numbers if applicable):

[**www.ico.org.uk**](http://www.ico.org.uk) **Information Commissioner’s Office - The UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.**

# Appendices

[For organisations | ICO](https://ico.org.uk/for-organisations/) (click on link)

[Some basic concepts | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/introduction-to-data-protection/some-basic-concepts/) (Click on link)