



Data Protection Policy

1. Introduction

Humentum Learning Services needs to collect and use certain types of information about the Individuals or Service Users who come into contact with Humentum Learning Services in order to carry on our work. This [personal information](#) must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this.

2. [Data Controller](#)

Humentum is the [Data Controller](#), which means that it determines what purposes [personal information](#) held, will be used for.

3. Disclosure

Humentum Learning Services may share data with other appropriate agencies.

The [Individual/Service User](#) will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Humentum to disclose data (including [sensitive data](#)) without the data subject's consent.

These are:

- a) Carrying out a legal duty
- b) Protecting vital interests of an [Individual/Service User](#) or other person
- c) The [Individual/Service User](#) has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e., race, disability or religion
- f) Providing a confidential service where the [Individual/Service User](#)'s consent cannot be obtained or where it is reasonable to proceed without consent: e.g., where we would wish to avoid forcing stressed or ill [Individual/Service Users](#) to provide consent signatures.

Humentum 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.

Humentum intends to ensure that [personal information](#) is treated lawfully and correctly.

Humentum will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised. These include:
 - The right to be informed that [processing](#) is being undertaken,
 - The right of access to one's [personal information](#)
 - The right to prevent [processing](#) in certain circumstances, and
 - The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organizational security measures to safeguard [personal information](#)
- Ensure that [personal information](#) is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

4. Data collection

Informed consent is when:

- An [Individual/Service User](#) clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data

- And then gives their consent.

Humentum 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, Humentum 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) As far as reasonably possible, grants [explicit consent](#), either written or verbal for data to be processed
 - d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used

5. Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorized 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 the responsibility of Humentum to ensure all personal and company data is non-recoverable from any computer system previously used within the organization, which has been passed on/sold to a third party.

6. Data access and accuracy

All individuals/Service Users have the right to access the information Humentum holds about them. Humentum 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, Humentum will ensure that:

- 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 holds, manages and uses [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

This policy will be updated as necessary to reflect best practice in data management, security and control.

Glossary

Data Controller

The person who (either alone or with others) decides what [personal information](#) Humentum will hold and how it will be held or used.

Data Protection Officer

The person(s) responsible for ensuring that Humentum follows its data protection policy and complies with laws and regulations regarding the protection of data.

Individual/Service User

The person whose [personal information](#) is being held or processed by Humentum for example: a client, an employee, or supporter.

Explicit consent

Is a freely given, specific and informed agreement by an [Individual/Service User](#) in the [processing](#) of [personal information](#) about her/him. Explicit consent is needed for processing [sensitive data](#).

Processing

Means collecting, amending, handling, storing or disclosing [personal information](#).

Personal Information

Information about living individuals that enables them to be identified (e.g., name and address). It does not apply to information about organizations, companies and agencies but applies to named persons, such as individual volunteers or employees within Humentum.

Sensitive data

Refers to data about: • Racial or ethnic origin • Political affiliations • Religion or similar beliefs • Trade union membership • Physical or mental health • Sexuality • Criminal record or proceedings

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