



P-zazz Data Protection Policy

The Data Protection Principles

The Data Protection Act 1998 governs the use of personal information through the eight data protection principles.

These principles require that personal information is:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure with appropriate technical and organisational measures taken to protect the information
- not transferred outside the European Economic Area (the European Union member states plus Norway, Iceland and Liechtenstein) unless there is adequate protection for the personal information being transferred

The definition of **processing** is wide and covers virtually any action carried out on a computer. This includes obtaining, recording, holding, processing and analysing personal information.

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Shanlis Cross | Shanlis | Ardee | Louth

Data Protection and P-zazz

At P-zazz, we hold the minimum necessary information to allow us to run our groups efficiently. We have registered with the Information Commissioner's Office as an organisation that processes personal data.

Our main data users are at the P-zazz Office, where data protection training is given to all new staff. Issues of data protection are reviewed in weekly meetings on a regular basis. It is the responsibility of Esther Boughton, Managing Director, to ensure that the data protection principles are adhered to.

Our Leaders are given telephone numbers for the parents of the children in their Before or After school clubs. This information is not given out for lunch-time sessions as it's not necessary. Leaders are given training in Data Protection at the initial training day.

Paper information is destroyed within a year of the relevant term.

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