



# LEEDS PARENT CARER FORUM

## DATA PROTECTION AND CONFIDENTIALITY POLICY

### INTRODUCTION

Leeds Parent Carer Forum (LPCF) has a duty of care with regards to the Data Protection and Confidentiality of information stored in relation to the families involved with the Forum in all its aspects. LPCF regards the lawful and correct treatment of personal data as an integral part of its function and vital for maintaining confidence between families and ourselves. This policy applies to all members, volunteers, employees and families who come into contact with personal information.

For the purposes of this policy data refers to information which:

- Is being processed by means of equipment operating automatically in response to instructions given for that purpose;
- Is recorded with the intention that it should be processed by means of such equipment;
- Is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system;
- Forms part of accessible records;
- Includes disclosure under the Disclosure and Barring Service;
- Is not kept for longer than necessary.

### AIM

The aim of this policy is to provide the members, volunteers, employees and families using LPCF services with a framework for the lawful, secure and confidential processing of personal data in accordance with the Data Protection Act 2018 (which has been incorporated into UK data protection law in January 2021 after the UK's withdrawal from the EU). LPCF has up-to-date registration under the Data Protection Act with the Information Commissioner's Office.

LPCF will through appropriate management and controls:

- Observe fully the conditions regarding the fair collection and use of information;
- Meet its legal obligation to specify the purposes for which its information is used;
- Collect and process appropriate information and only to the extent that it is need to fulfil operational needs or to comply with any legal requirements;
- Ensure the rights of people for about whom information is held can be fully exercised under the act;



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- Take appropriate technical or organisational security measures to safeguard personal data;
- Ensure that personal data are not transferred without suitable safeguards.

### **ROLES AND RESPONSIBILITIES**

LPCF will ensure that everyone managing and processing personal data understands that they are legally responsible for following good data protection practice and where appropriate are bound by common law duty of confidentiality. These responsibilities apply to all persons who have contact with LPCF.

Taimur Khan is the appointed Data Protection Officer. He can be contacted at [Taimur.Khan@leedsparentcarerforum.co.uk](mailto:Taimur.Khan@leedsparentcarerforum.co.uk)

The officer will ensure that legislation requirements are met as well as ensure that all staff adhere to legislation requirements.

LPCF will specifically ensure that:

- Everyone managing and handling personal data is appropriately trained to do so.
- Methods of handling personal data are clearly described.

In response to the new GDPR legislation in 2018, LPCF updated its data handling procedures and policies. GDPR's seven principles are: lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality (security); and accountability. In reality, only one of these principles – accountability – is new to data protection rules. In the UK all the other principles are similar to those that existed under the 1998 Data Protection Act as outlined above.

For LPCF, accountability means documenting how personal data is handled and the steps taken to ensure only people who need to access some information are able to. It also means training staff in data protection measures and regularly evaluating and data handling processes.

The "destruction, loss, alteration, unauthorised disclosure of, or access to" people's data where it could have a detrimental impact on those who it is about, has to be reported to the ICO, the UK's data protection regulator. If a breach occurs, the ICO should be informed within 72 hours after an organisation finds out about it. LPCF will also tell the people upon whom the breach impacts.



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All members of the Steering Group and employees complete a GDPR declaration when they join the organisation to be transparent in how we hold and use data. All of LPCF's electronic mailings have an option to be removed from our mailing lists.

LPCF will ensure that adequate training is provided for all members and employees involved with the processing of personal data and that qualified expertise is available for consultation.

An annual audit review will be carried out in respect of the way personal data is managed and any changes to the management of the data will be reviewed and updated accordingly.

Amendments will be made to the policy where necessary and all members, volunteers and employees will be informed and training given where appropriate.

**Implemented: June 2023**

**Reviewed: March 2026**

**Next review: March 2027**