

The Hitchin Churches Schools Worker Trust (PHASE) is a registered charity working with young people and children aged 5 to 19.

PHASE offers a wide range of support and activities for young people, both in local schools and through residential activities and events.

PHASE staff include paid employees and trainees working full time, and other volunteers.

### Trust Statement

PHASE is fully committed to protecting the privacy and respecting the choices of those who supply us with personal information and will use the information in compliance with The Data Protection Act 1998.

### Registration and Compliance

PHASE is registered as a Data Controller with the Data Protection Register under the requirements of the Data Protection Act 1998.

PHASE is committed to complying with the eight principles of good practice as set out in the Data Protection Act 1998 that data must be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subject's rights
7. secure
8. not transferred to countries without adequate protection

### Access

Young people may request to see data held by PHASE concerning themselves. A request must be made in writing to the Data Protection Officer. Data will only be withheld if the Data Protection Officer believes it might cause harm to the physical or mental health of the young person or other young persons, or it forms part of a court report.

Any person, including PHASE employees may request to see data held by PHASE concerning themselves. A request must be made in writing to the Data Protection Officer.

### Disclosure

Data will not normally be disclosed to any third party unless:

1. under the requirements of The Police and Criminal Evidence Act 1984 where police may obtain access to material in relation to the detection of crime. Where the material is counselling and advice records, and falls within sections 11 and 12, a warrant must be applied for under section 9 of the Act.
2. under the requirements of The Children Act 1989, section 47, where Social Services require assistance in carrying out an investigation and the role of PHASE falls within the definition of an authorised person under the terms of the Act.
3. PHASE decides that it is in the interests of the young person that data is disclosed to Social Services or the police. In this instance the permission of the young person will be sought prior to any disclosure but this may be overridden if PHASE believe that the young person's health and safety, or the health and safety of another person is at risk.

### Administration

The Director, or a delegated senior member of staff if absent, is responsible for the operation of this policy and related issues and is the designated Data Protection Officer.

### Monitoring

To check that our data protection policy is being followed, and to review any changes in legislation or good practice, we will review our policies and procedures every twelve months.

September 2009