

## **BISC Data Protection Policy**

Data means all records kept concerning an individual – names, addresses, contact details, opinions written down, and information from which a person can be identified.

All data gathered by BISC should be subject to principles of good information handling:

1. Fairly and lawfully processed (processing means ‘obtaining, disclosing, recording, holding, using, erasing or destroying personal information’).
2. Processed for a specified purpose (this means that information can only be used for those purposes for which BISC has gathered the information. It cannot be given away or sold unless an individual has given permission).
3. Adequate, relevant and not excessive.
4. Accurate and, where necessary, kept up-to-date.
5. Not kept for longer than is necessary. For BISC this means until 5 years after the child leaves the school.
6. Processed in line with the rights of the individual (people have a right to know what information is held about them).
7. Kept secure (meaning backed up and protected from unauthorised access)

BISC will not collect data concerning:

- Political opinions, religious or similar beliefs, trade union membership, sexual life

In the interests of child protection BISC will collect and store securely information concerning:

- offences or alleged offences committed, proceedings relating to those offences or alleged offences.

Prior to processing any information BISC must be satisfied that the processing will fulfil at least one of these conditions:

1. The individual who the personal data is about has consented to the processing
2. The processing is necessary:
  - In relation to a contract which the individual has entered into; or
  - Because the individual has asked for something to be done so they can enter into a contract
3. The processing is necessary because of a legal obligation that applies to BISC (except an obligation imposed by a contract)
4. The processing is necessary to protect the individual's ‘vital interests’. This condition only applies in cases of life and death, such as where a person’s medical history is disclosed to a hospital A&E department treating them after a serious road accident
5. The processing is necessary for administering justice, or for exercising statutory, governmental, or other public functions
6. The processing is in accordance with a ‘legitimate interests’ (debt collection etc).

### **Request to see information held.**

Anyone has a right to see information BISC holds about them. This request should be made in writing. Access will be granted within 30 days of the request being received.

Complaints about information held by BISC should be made to the relevant Polish authorities.

BISC will not respond to a third party’s request for someone else’s personal information without the consent of the person in question (unless it is reasonable in all circumstances and the organisation’s duty to uphold the person’s confidentiality has been fully considered).