



DATA PROTECTION POLICY

Contact details

www.tircoed.org.uk/contact

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Tir Coed is committed to reviewing this policy every two years, or in the following circumstances:

- changes in legislation and/or government guidance
- any other significant change or event
- when the board of trustees deem it necessary

Original policy adopted by Trustees: 16 April 2009.

Previous review by Trustees 28 November 2018.

This version incorporates and replaces the General Data Protection Regulation Policy developed in 2016, the most recent version of which was reviewed by the Trustees 28 November 2018.

Current review date: 2nd February 2022	
On behalf of the Board of Trustees	Signed: _____ Position: _____
	Signed: _____ Position: _____
Next scheduled review date: February 2024	

Our Policies are intended to supplement good judgement; their spirit should be respected as well as their wording.

POLICY STATEMENT

Acknowledgement

Data protection is the fair and proper use of information about living, identifiable people. Tir Coed appreciates that individuals place their trust in us when submitting personal information. We are committed to ensuring that any personal information is collected, stored and handled in a manner which aligns with our statutory responsibilities and government guidance.

The purpose of the policy:

- To ensure that 'data protection principles' governing the collection, use and handling of personal information are adhered to.
- To reinforce Tir Coed's principles and commitment to creating a culture of fairness and respect, which prevails throughout the organisation and its operations.
- To provide a sound framework for the handling of data and ensure the individual's right to privacy is upheld.

We recognise that:

- The [Data Protection Act 2018](#) and the 2021 UK General Data Protection Regulation (GDPR) control how personal information is used by organisations, businesses and the government.
- Data protection is part of the fundamental right to privacy; on a practical level, it is about building trust between people and organisations. It is about treating people fairly and openly, recognising their right to have control over their own identity and their interactions with others and striking a balance with the wider interests of society.
- Legally established key 'data protection principles' govern the collection, use and handling of personal information and provide individuals with important rights. The principles, which are set out at the start of the legislation, inform everything that follows and embody the spirit of the general data protection regime.
- Data protection principles require that information be:
 - used fairly, lawfully and transparently;
 - used for specified, explicit purposes;
 - used in a way that is adequate, relevant and limited to only what is necessary;
 - accurate and, where necessary, kept up to date;
 - kept for no longer than is necessary;
 - handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage;

Stronger legal protections are in place for more sensitive information, such as: Race, ethnic background, political opinions, religious beliefs, trade union membership, genetics, biometrics (where used for identification), health, sex life or orientation.

Data Protection Policy Statement

- The ICO (Information Commissioner's Office), who regulate data protection in the UK, appreciate that every organisation is different, and there is no one-size fits-all answer.
- Individuals have the right to access identifiable documentation held on them.
- Specific requirements relating to the secure storage, handling, use, retention, and disposal of disclosures and disclosure information are required and are included in the Tir Coed DBS (Disclosure and Barring Service) Guidance.
- We have concluded that, due to the size and amount of personal data collated by us, it is not necessary to appoint a Data Protection Officer (DPO). We will reconsider this matter when the Policy is next reviewed and/or if there is a significant change in the scope of the organisation and/or the information we collect.

The policy applies to:

- The collection, use and handling of identifiable personal information.
- All who use Tir Coed information, such as employees, trustees, freelance tutors and contractors.

Ultimately, it is the responsibility of senior management to ensure that the Data Protection Policy and associated procedures are adhered to and legally obliging.

POLICY STATEMENT

Tir Coed is a charity that connects people with land (Tir) and woods (Coed), delivering learning and wellbeing programmes outdoors across rural counties in mid and west Wales.

Our Mission is to unlock the potential of land and woods to provide community facilities, educational and health activities, and to create job opportunities for disadvantaged individuals in rural Wales, whilst aiming to make a positive lasting change.

Our Commitment:

- We will collect, store and process information in a way which embodies the spirit of data protection principles (outlined above).
- We will seek consent at the start of an individual's engagement with an activity, project or contract and be as clear and concise as possible about our use of the information.
- The written consent of a participant, trainee or volunteer (or, in the case of minors, the participant's guardian) to use their name and/or photograph for Tir Coed publicity, or promotional purposes will be obtained prior to the commencement of an activity.
- Any individual supplying personal data will be informed (on enrolment forms and contracts), how they can request access to their data, where it will be kept, the duration for which it will be held and why it is being stored.
- Personal information will be appropriately secured to protect against the consequences of personal data breaches, breaches of confidentiality, failures of integrity, or interruptions to the availability of that information.
 - Equipment that holds electronic data, such as mobile phones, laptops and electronic storage devices, should never be left vulnerable to theft, particularly in public places.
 - Devices that access and/or hold electronic data should be password protected.
 - Hardcopies of personal data will be held securely and, as soon as operationally viable, be moved to our Aberystwyth offices.
 - When not occupied, Tir Coed offices are kept locked.
- In line with our commitment to create a culture of fairness and respect, we encourage the consideration of legal requirements and information security risks whenever information is handled, through the provision of training, guidance and advice.
- Personal information should not normally be disclosed to another individual or organisation without the individual's consent.
- If we wish to use identifiable information for another purpose beyond what it was collected for, individuals should be given the opportunity to opt out before doing so.
- Disposal of personal data:
 - Paper files to be shredded, or disposed of via confidential waste contractor;
 - Electronic files to be deleted.

Data Management Guidance
- Separate Document



DATA MANAGEMENT GUIDANCE

This document should be considered alongside the Tir Coed Data Protection Policy, which outlines our specific commitments with regards to data handling.

Data Protection law is deliberately flexible; the Information Commissioner's Office (ICO), regulates data protection in the UK and recognises that, as every organisation is different, there is no single answer to data protection.

This flexibility means that we need to carefully think about, and take responsibility for, the specific ways that we use personal data, while always considering the legally established key 'data protection principles' and the spirit of the general data protection regime.

Data protection principles require that information be:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Training and Monitoring

- Data protection training is to be delivered to new staff on induction and biannually to all staff to achieve complete staff awareness.
- Compliance with the Tir Coed Data Protection Policy and Data Management Guidance, is to be considered during the annual housekeeping period in November.
- Any major issues identified outside of the housekeeping period should be raised with the Senior Management Team.
- When reviewing Data Protection Policy and Practice, consider utilising the ICO online self-assessment toolkit: <https://ico.org.uk/for-organisations/data-protection-self-assessment/>

Tir Coed Feedback Data

In order to demonstrate the impact provision has on the lives of Tir Coed beneficiaries (participants, trainees, volunteers), we gather digital transcriptions of monitoring and evaluation forms and qualitative feedback.

Sensitive personal data will be anonymised via the following amendments:

- Name – Expressed as initials
- Date of birth – Converted to 'Age' category
- Postcode – Recorded via their three- or four-digit area code.

Requests for Access to Personal Data

Access to the personal data stored by Tir Coed, can be requested at any time by staff, participants, trainees or volunteers. This should be done as a written request, stating the extent of data to be identified and released. Requests should be made as follows:

Participants/trainees/volunteers:

- During a course requests should be made through county coordinators, who will forward the request to the central admin team for processing
- Post-course any requests should be directed to admin@tircoed.org.uk

Staff:

- Requests should be made via individual line managers, and this will be forwarded to the central admin team to process

The initial response will seek evidence to confirm the identity of the person making the request, before it is processed further and, if valid, information released.

Document Record Retention Schedule

Disposal of personal data:

- Paper files to be shredded, or disposed of via confidential waste contractor;
- Electronic files to be deleted

File Type:	Retention Period
Accounting & Finance:	
Annual report and Audited Accounts (signed)	Permanently
Accounting records	6 years (from year's end)*
Budgets	Permanently
Internal financial reports	6 years*
PAYE	6 years*
Payroll	6 years*
Annual Report & accounts (unsigned)	6 years*
Banking records	6 years*
Contracts:	
Private sector funding	6 years*
Public sector funding	8 years*
Personal profile & survey forms	8 years*
Human Resources:	
Job applications & interview records	12 months after notification
Employment terms, conditions & contracts	6 years (after employment ends)
Personnel & training records	6 years (after employment ends)
Travel & subsistence claims	6 years*
Payroll and wage records, including details on expenses	6 years (from year's end)*
DBS reports	As per DBS Guidance
Beneficiaries:	
Enrolment Forms	1 year (after contractual obligation ends)
Photographs – evidence for Accreditation only	On completion of Accreditation process
Photographs	In line with permission agreement for promotional materials
Registers	1 year after contractual obligation ends
Monitoring and evaluation forms	1 year after contractual obligation ends

* Or 1 year after conclusion of contractual obligation to funding provider, whichever date is latest.

Specific requirements relating to the secure storage, handling, use, retention, and disposal of disclosures and disclosure information are included in the Tir Coed DBS (Disclosure and Barring Service) Guidance.

Useful links / info

Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

UK Government Guidance on Data Protection

<https://www.gov.uk/data-protection>

Information Commissioner's Office - Guide to the Data Protection

<https://ico.org.uk/for-organisations/guide-to-data-protection>