



Association of Paediatric Chartered Physiotherapists

Data Protection Policy

AIMS OF THIS POLICY

APCP needs to keep certain information on its members to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

DEFINITIONS

In line with the Data Protection Act 1998 principles, APCP will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures
- Not to be transferred outside the European Economic Area (EEA)

The definition of 'processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

- **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
- **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
- **Stewardship:** Those collecting personal data have a duty of care to protect this data throughout the data life span.



Association of Paediatric Chartered Physiotherapists

Data Protection Policy

TYPES OF INFORMATION PROCESSED

APCP processes the following personal information:

Members: Names, addresses, telephone numbers, email addresses, CSP, APCP HCPC membership numbers, areas of expertise, area of work

Personal information is kept in the following forms:

Electronic – within the APCP website and in a protected Excel database on password protected computers. It may also be kept as a backup on an encrypted APCP data stick.

Groups of people within the organisation who will process personal information are: administrators, executive committee members; regional and specialist committee members.

POLICY IMPLEMENTATION

To meet our responsibilities, the APCP Executive Committee will:

- Ensure any personal data is collected in a fair and lawful way
- Explain why it is needed at the start
- Ensure that only the minimum amount of information needed is collected and used
- Ensure the information used is up to date and accurate
- Review the length of time information is held
- Ensure it is kept safely
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do
- Any disclosure of personal data will be in line with our procedures
- Queries about handling personal information will be dealt with swiftly and politely

TRAINING

Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:

General training / awareness raising: The Chair/Secretary of APCP will remain up to date with data protection changes in liaison with the Chartered Society of Physiotherapy.

APCP committee members and administrators who have access to members' data will all demonstrate awareness of this data protection policy.



Association of Paediatric Chartered Physiotherapists

Data Protection Policy

GATHERING AND CHECKING INFORMATION

Before personal information is collected, we will consider: what details are necessary and how long we are likely to need this information.

We will inform people whose information is gathered about the following:

- That we gather basic data in order that members can receive membership information, information about study days and events, are able to access their regional events and representative and so that we can provide our membership numbers to the Chartered Society of Physiotherapy and therefore receive our capitation to keep our organisation running. Information about area of working practice and expertise are sought in order to be able to target members when specific pieces of work arise and an expert member is needed.
- Only authorised APCP committee members, APCP administrators and the Chartered Society of Physiotherapy will have access to your information.

We will take the following measures to ensure that personal information kept is accurate:

- Members are asked to update their details each year on renewal of membership.

Personal sensitive information will not be used apart from the exact purpose for which permission was given.

DATA SECURITY

The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- All computers will be password protected.
- The EXCEL database is secured with a password.
- The APCP data stick is encrypted with a password.
- The database on the Chartered Society of Physiotherapy is protected by their security system.

Any unauthorised disclosure of personal data to a third party by an committee member may result in removal from the committee.

SUBJECT ACCESS REQUESTS

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to the Business Administrator of the Association of Chartered Paediatric Physiotherapists. Please see the APCP website for up-to-date details. <http://apcp.csp.org.uk>



Association of Paediatric Chartered Physiotherapists

Data Protection Policy

We may make a charge of £10 on each occasion access is requested.

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request.

REVIEW

This policy will be reviewed at intervals of 3 years to ensure it remains up to date and compliant with the law.

DECLARATION

I confirm I have read and understood APCP Data Protection Policy and will act in accordance with it.

I am connected with this organisation in my capacity as:

Signature:

Print name:

Date:

Please return this form to the APCP, PO Box 610, Huntingdon, PE29 9FJ (admin@apcp.org.uk)