



# **COMMUNITY OF REFUGEES FROM VIETNAM East London**

**Unit 3, Old Poplar Library, 45 Gillender Street, London E14 6RN  
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## **DATA PROTECTION POLICY**



This organisation is funded by Tower Hamlets Local Authority;  
Registered Charity number 1080256; Company Limited by Guarantee, registration number 037833630

## **Policy Statement**

Community of Refugees from Vietnam – East London is committed to working within the Data Protection Act 1998 and upholding the data protection principles. The Act regulates the ways that organisations (data controllers) collect, store and process information (personal data) about individuals (data subjects). It also strengthens the rights of data subjects to access their personal data and have any mistakes corrected.

CRV East London Ltd is registered under the Data Protection Act 1998. All records required for the protection of service users and for the effective and efficient running of the organisation should be collected, maintained and kept according to the Data Protection Act 1998. All storage and processing of personal data held in manual records and on computers in this organisation should comply with the Act.

CRV East London Ltd adheres fully to Standard 24 – Record keeping of the National Minimum Standards for Domiciliary Care Agencies, published in accordance with the Care Standard Act 2000, which relates to the extent, to which the rights and best interest of service users are safeguarded by the agency keeping accurate and up-to-date records.

### **Aim of the Policy**

CRV East London Ltd respects the rights of its clients to have all their personal information treated with the utmost confidentiality. We comply with the Data Protection Act and have a confidentiality policy, which states that information pertaining to a client will only be shared with other professionals concerned with the provision of care to that individual. Where it is necessary for information is to be shared outside a client's network of care providers express permission will first be sought from the client or their advocate.

### **Data Protection Principles**

CRV East London Ltd understands that according to the Data Protection Act 1998, personal data should:

- a) Be processed fairly and lawfully
- b) Only be processed for lawful and specified purposes
- c) Be adequate, relevant for the purpose and not excessive for its given purpose
- d) Be accurate and, where necessary, kept up to date
- e) Be kept no longer than necessary
- f) Be processed in accordance with the data subject's rights under the DPA
- g) Be kept safe and secure against loss or damage or destruction
- h) Not be transferred to other countries without adequate protection for the rights and freedoms of the data subject

Under the Date Protection Act 1998, this organisation should have a nominated data / user controller.

The data user / data controller for the Community of Refugees from Vietnam – East London Limited is the Registered Manager.

### **Staff Briefing, Training and Discipline**

All new staff should be encouraged to read the policies on data protection and on confidentiality as part of their induction process.

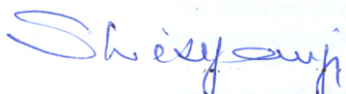
Existing staff will be offered training to National Training Organisation standards covering basic information about confidentiality, data protection and access to records.



Training in the correct method for entering information in service users' records should be given to all care staff. The nominated data user / data controller for the organisation should be trained appropriately in the Data Protection Act 1998. All staff who need to use the computer system should be thoroughly trained in its use.

It is a responsibility of management to ensure that all relevant staff are briefed on CRV East London Ltd's policy and procedures on confidentiality, are trained in the implications of this issue, and have opportunities to explore any problems they encounter and be supported through appropriate supervision. Inappropriate breach of the rules of confidentiality will be treated as a disciplinary matter.

Checklist signed:



Dated: 1/09/2018

Chairman : Mr Jack Shieh – OBE

Implementation date: 1/9/2019

Next review date: 1/9/2019

