

## CONFIDENTIALITY AND DATA PROTECTION POLICY

**RATIONALE** - SOGA is required by law, regulatory bodies, and principles of good business practice to keep records and record information in relation to children/young people, their families, their host families, and the schools they attend. This includes data stored on the organisation's computers as well as relevant filings systems.

Various pieces of legislation including the Data Protection Act 1998, Data Protection Act 2018 and the Freedom of Information Act 2000 set out a legal framework with regards to confidentiality. Good practice guidelines state it is important to ensure a child or young person understands their personal information will be treated respectfully and confidentially.

**AIMS** - To always protect children and young people and to give those in contact with the association guidance in relation to sharing information and confidentiality,

### PRINCIPLES

- Any information regarding child/young person and their family given to the association either verbally or in writing will be treated as confidential
- Information collected and stored will be for specified, and legitimate purposes
- Information will be adequate, relevant, necessary, accurate and up to date and written in plain language
- Personal data will be stored for as long as child/young person remains under the organisation's guardianship
- Personal data which is required by law to be kept for business purposes will be archived, and kept securely for seven years
- Parents will have access to their own child's records but not to others, see access to information.
- All documents relating to your child/young person is stored in a file, which is not accessible to any other party apart from the regulating bodies.
- Permission will be sought from parents/young person with regards what information can be shared with others i.e., schools and host families. However confidential information will be provided to social services, police or other official bodies should there be any concerns that a child/young person is being abused or neglected. See Child Protection Policy.

For the Purpose of the Data Protection Act 1998 and the UK General Data protection Regulations 2016 our Data controller is Mrs. Pamela Keracher.

ICO ..Information Commissioner`s Office Reference ZA566989

## **ANY DATA COLLECTED FROM YOU,**

Any Information gathered by us from you whilst on the website, completing forms or forwarding by email (parents, students, hosts, schools, or agents) will be stored and filed one paper copy in students file and stored in file/one on computer under password access to enable us to provide the service you require from us.

Information stored in File will be in a locked cabinet and on computer password access provided only to office staff.

We do not work with any third party for statistical data collection.

Your Information will assist us to meet the contractual commitments between us.

Your information may be shared between ourselves and an appropriate person such as host family or school with your permission.

## **SCOTTISH OVERS**

Host Family Data will be required to be shared with Scottish Government to provide police checks for PVG certificate to work with children.

## **Access to Information:**

The Data Protection Act 1998 and General Data Protection Regulation 2016 gives you the right to

- 1 The right to request a copy of the personal information we hold about them
2. The right to request that inaccurate or incomplete information we hold about them is rectified.
3. The right to request their personal information to be deleted.
4. The right to request that the processing of their personal information is restricted.
5. The right to data portability.
6. The right to object to the processing of their information.
7. The right to complain to the ICO if they are not happy with how their personal information has been processed, or they feel their data protection rights have been infringed.

## **KNOW YOUR RIGHTS**

Under data protection laws, you have rights as an individual which you can exercise in relation to the information, we hold about you.

You can read more about these rights, if you feel we are misusing the information we hold on you the link here explains how to complain.

<https://ico.org.uk/your-data-matters/>

