



# Data Protection Policy

Rules we must follow when we look after personal information



## About you

|           |
|-----------|
| Your name |
| Address   |
| Phone     |



# About our data protection policy



A **data protection policy** tells you how organisations deal with information they have about you.



The law says organisations must have a data protection policy.

A form titled 'About you' with three input fields. The first field is labeled 'Your name' and has a person icon. The second field is labeled 'Address' and has a house icon. The third field is labeled 'Phone' and has a mobile phone icon.

Our policy tells you:

- What information we might have about you.



- How we look after your information.



- What you need to do to help us keep information safe at work.

## What information we might keep about you



When you work for us or apply to have a job with us, we get some information about you.

### 1. Personal information

Things like:



- Your name



- Your address, email address and phone number.



- The date when you were born.



- Information about money. Things like your bank account number.

## 2. Special information

This is things like:



- Your **ethnic group**.  
**Ethnic group** is your race, background and culture.



- Your religion and beliefs.



- Your **sexual orientation**.

Your **sexual orientation** mostly means who you are attracted to.



You might be a man who is attracted to women.



A woman who is attracted to other women. Or a man who is attracted to other men.



- Things you tell us about your health

### 3. If you have been in trouble with the police

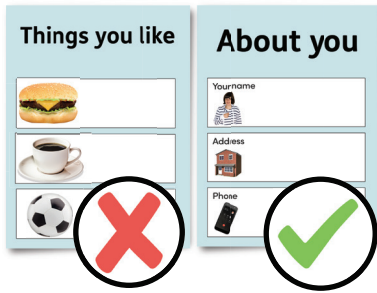


Before you start working with us we will do a special check on you called a **DBS check**.



**A DBS check** lets us know if you have been in trouble with the police.

# How we look after your information



We only keep personal information that we need.



We will follow the law about keeping your information private and safe.



We will keep your information safely locked up on our computers.



Only people who need to see your information are allowed to.



We will always tell you first if we are going to share your information.



We can usually only share your information if you say we can.



You do not have to say yes.



If you say no, you can change your mind later.



There are some times when we can share your information even if you don't say yes.



This might be:

- If the law says we need to share it

or



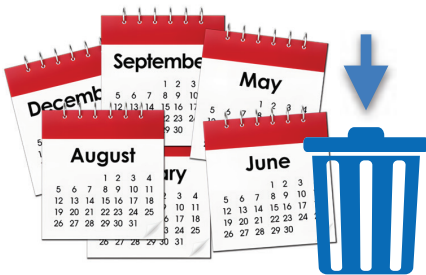
- To keep you or other people safe and well.



We will make sure the information we keep about you is correct and up to date.



We will make any changes if we need to.



We will keep your information for as long as we need it. Then we will destroy it.

# Your rights



The law says you have **rights** when we keep personal information about you.

Your **rights** are things you are allowed to do and how you should be treated.



You have the right to:

- Ask us how we collect and use your information.



- Ask us what information we have about you.



- Ask us to change any information that is wrong.



- Ask us to only use your information for a certain amount of time.



- Change your mind and decide you do not want us to use some of your information.



- Ask us to stop using your information or delete information we have about you.



- **Complain** if you think we are not looking after your information in the right way.

**Complain** means telling us you are unhappy about something.



To ask about any of your rights, you can email Ginny Cullen.

Ginny is the manager in charge of keeping information safe at CASBA Advocacy.



You can email Ginny at:  
**[ginny.cullen@casba.org.uk](mailto:ginny.cullen@casba.org.uk)**

## Asking for a copy of your information



You can ask to see a copy of any information we have about you.



We might charge you for this.



To ask to see a copy of your information, email:

**[ginny.cullen@casba.org.uk](mailto:ginny.cullen@casba.org.uk)**



In your email, you should tell us:

- What information you want to see

and



- When you need it by.



When we get your email, we will write back to you within 1 month.



If it will take longer, we will let you know.



Sometimes we cannot give you the information you have asked to see.



This might be:

- If you have already asked to see it

or

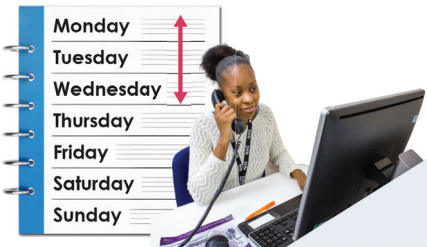


- You are asking to see someone else's information.



We will let you know why we can not send you the information.

## What happens if information gets lost or stolen



We will report any information that is lost or stolen within 3 days.



We will report it to the Information's Commissioner Office. It is called the **ICO** for short.



The **ICO** checks that organisations are looking after information in the right way.



If your information has been lost or stolen, we will contact you.



We will tell you what happened and what we will do about it.

## What you must do when you are at work



You must let us know if any of your personal information changes.

This might be if you move house or change your bank.



You must do training and follow the rules about keeping people's information safe.

Things like looking after computer passwords.



You must only look at information you need to help you do your job.



You must not share other people's information with anyone else.



You must not make a copy of anyone else's information on your own computer or tablet.



You must tell us as soon as possible if any information is lost or stolen.



If you do not follow these rules, we might have a meeting with you to talk about it.



If you have stolen people's information, you might lose your job.



## Contact us

For more information or if you have any questions, you can contact us.



**Email:**  
[ginny.cullen@casba.org.uk](mailto:ginny.cullen@casba.org.uk)



**Phone:**  
**07518 561 622**