



Science Council Data Protection policy

Introduction and general principles

Science Council is committed to good practice in the handling of personal data and careful compliance with the requirements of the Data Protection Act.

Science Council is committed to good data management, in order to protect people from harm. In the main this means:

- keeping information securely in the right hands, and
- holding good quality information.

Science Council also ensures that it takes account of the legitimate concerns of individuals about the ways in which their data may be used. In particular, Science Council aims to be open and transparent in the way it uses personal data and, where relevant, to give individuals a choice over what data is held and how it is used.

The most important risks which this policy addresses are:

- Negligent loss of data that would cause concern to people whose data was lost and would seriously affect Science Council's reputation.
- Failure to engage Data Processors on legally compliant terms.
- Failure to correctly identify a Registrant
- Sharing or disclosing Registrant Data inappropriately or with the incorrect Licensed Body/Employer or potential Licensed Body/Employer
- Publicly listing Registrant without their knowledge.
- Breach of policy by volunteers including Assessors and Trustees.

Operational procedures and guidance to paid staff and volunteers set out more detailed ways in which these risks can be managed and the objectives achieved.

Responsibilities

The Board of Trustees of Science Council recognises its overall legal responsibility for Data Protection compliance.

Day to day responsibility for Data Protection is delegated to Director of Development as the nominated Data Protection Officer. The main responsibilities of the Data Protection Officer are:

- Being the Science Council data protection expert and liaising with external advisors to maintain compliance
- Briefing the board on their and Science Council's Data Protection responsibilities
- Reviewing Data Protection and related policies to an agreed timescale
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and regular training takes place
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors (external contractors and suppliers of outsourced services) and maintaining records of
- Notification (i.e. registration with the Information Commissioner)
- Handling requests from individuals for their personal data

All managers of departments, teams and functional areas have the following responsibilities:



- Assisting the Data Protection Officer in identifying aspects of their area of work which have Data Protection implications so that guidance can be provided as necessary.
- Ensuring that their activities take full account of Data Protection requirements.
- Including Data Protection and confidentiality in the induction and training of all staff and volunteers.

All staff and volunteers are responsible for understanding and complying with the procedures that Science Council has adopted in order to ensure Data Protection compliance.

- Each member of staff has a responsibility to report any actual or suspected breach or near miss to the Data Protection Officer so corrective action can be taken.

Confidentiality & security

The Science Council recognises that a clear policy on confidentiality of personal data - in particular that of service users - underpins security. It maintains a policy that sets out which staff and volunteers are authorised to access which data and for which purposes. In particular this clarifies when data may be disclosed outside Science Council and whether such disclosures require the individual's consent.

All staff and volunteers are required to abide by any security measures designed to protect personal data from loss, misuse or inappropriate disclosure.

Principles underlying operational procedures

Good Data Protection practice is, wherever relevant, incorporated into everyday operational procedures. These aim to include:

- Transparency, so that all the individuals about whom data is collected are made aware of the uses that Science Council makes of information about them, and in particular to whom it may be disclosed.
- Informed consent, where necessary, especially in the case of applicants and registrants.
- Good quality data, so that all the data held about individuals is accurate and can be justified as adequate, relevant and not excessive.
- Clear archiving and retention periods.
- Security, proportionate to the risk of information being lost or falling into the wrong hands.

Specific legal provisions

Science Council makes a standard charge of £10 for Subject Access, which may be waived at the discretion of the Data Protection Officer.

Science Council maintains an up to date Notification with the Information Commissioner as required by law.

All contracts between Science Council and external data processors are reviewed by the Data Protection Officer for compliance with Data Protection Act requirements.

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