

Privacy Notice

This document is a statement of the aims and principles of GO Ministries Ltd (the Company), for ensuring the appropriate handling of personal and sensitive information relating to individuals and organisations.

This policy takes due note of the information and guidance published by the Information Commissioners Office.

It is the responsibility of the Company to ensure registration with the ICO is undertaken.

1. Introduction

1. 1.1 The company needs to keep certain information about those with whom it works with a contractual, legal obligation, legitimate interest and/or consent.
2. 1.2 The data collected by the company will usually be limited to:
 - a) First and Last Name;
 - b) Title (Mr, Mrs etc.);
 - c) Email address;
 - d) Telephone numbers;
 - e) Social media account information;
 - f) Skype address (if applicable)
 - g) Address;
 - h) Company name (if applicable);
 - i) Above details for any institution name (eg. School, academy, multi-academy trust, diocese, church, University etc.)
 - j) Role(s), Job Titles
3. 1.3 To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the Company must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (1998 Act).
4. 1.4 In summary these principles state that personal data shall:
 1. 1.4.1 Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
 2. 1.4.2 Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
 3. 1.4.3 Be adequate, relevant and not excessive for that purpose.
 4. 1.4.4 Be accurate and kept up to date.
 5. 1.3.5 Not be kept for longer than is necessary for that purpose.
 6. 1.3.6 Be processed in accordance with the data subject's rights.
 7. 1.3.7 Be kept safe from unauthorised access, accidental loss or destruction.
5. 1.4 Anyone who process or uses personal information in the course of Company business must ensure that they follow these principles at all times. Any failures to follow the policy can therefore result in disciplinary proceedings.

GO Ministries Ltd is a company registered in England.

Company Registration number: 7711059 | Registered Office: 21 Church Road, Hadleigh, Essex. SS7 2DQ
Skype: GOMikeS | w: goministries.org.uk | facebook: GOMikeS | twitter:GOMikeS

2. The Data Controller and the Designated Data Controllers

- 2.1 The Company as a corporate body is the Data Controller under the 1998 Act and the Directors are therefore ultimately responsible for implementation. The Executive Director is the Designate Data Controller for the Trust.
- 2.3 Any individual who considers that the Policy has not been followed in respect of personal data about himself or herself should raise the matter with the Designated Data Controller.

3. Responsibilities

3.1 The Executive Director, as the only employee, is responsible for:

- 3.1.1 Checking that any information that they provided is accurate and up to date.
- 3.1.2 Updating data held of any changes to information provided, e.g. change of address.
- 3.1.3 Handling all personal data with reference to this policy, with regard to confidentiality.

4. Data Security

- 4.1 The Executive Director is responsible for ensuring that:
 - 4.1.1 Any personal data that they hold is kept securely.
 - 4.1.2 Personal information is not disclosed either orally or in writing or via web pages or by any other means, accidentally or otherwise, to any unauthorised third party.
- 4.2 Personal information should:
 - 4.3.1 Be kept in a locked filing cabinet, drawer, or safe; or
 - 4.3.2 If it is computerised, be encrypted or password protected both on a local hard drive and on any network drive that is regularly backed up; and
 - 4.3.3 If a copy is kept on a usb memory key or other removable storage media, that media must itself be encrypted/password protected and/or kept in a locked filing cabinet, drawer, or safe.
 - 4.

5. Right to Access Information

- 5.1 All users are entitled to:
 - 5.1.1 Know what information is held and processes about them and why.
 - 5.1.2 Know how to gain access to it.
 - 5.1.3 Know how to keep it up to date.
 - 5.1.4 Know what the Company is doing to comply with its obligations under the 1998 Act.
- 5.2 The Company will, upon request, provide all relevant users with a statement regarding the personal data held about them. This will state all the types of data the Company holds and processes about them and the reasons for which they are processed.
- 5.3 All users have a right under the 1998 Act to access certain personal data being kept about them either on computer or in certain files. Any person who wishes to exercise this right should make a request in writing and submit it to the Designated Data Controller.
- 5.4 The Company may make a charge on each occasion that access is requested although the Company has discretion to waive this.
- 5.5 The Company aims to comply with requests for access to personal information as quickly as possible but will ensure that it is provided within 40 days, as required by the 1998 Act.

6. Exempt Information

1. 6.1 The Data Protection Act 1998 allows exemptions as to the provision of some information therefore all information will be reviewed prior to disclosure. Third party information provided by someone else such as another child, parent, Police, Local Authority, Health Care professionals or another organisation including Multi Academy Trusts, Academies/Schools, Diocese and other organisations worked for will need their consent before it can be disclosed.
2. 6.2 Likewise any information which may cause serious harm to the physical, mental or emotional wellbeing of a person should not be disclosed, nor should information that would reveal that anyone is at risk of abuse or information relating to court proceedings.
3. 6.3 Where redaction has taken place (information blacked out/removed) a full copy of the information provided should be retained in order to establish, if a complaint is made, what was redacted and why.

7. Retention of Data

1. 7.1 The Company has a duty to retain some personal data for a period of time following the cessation of the relationship/contract etc., mainly for legal reasons, but also for other purposes such as being able to provide references.
2. 7.2 Different categories of data will be retained for different periods of time.
3. 7.3 Out of date data/information will be discarded if no longer relevant. Personal data will only be kept as long as reasonably needed, for legal or business purposes.

8. Review

1. 8.1 This policy will be reviewed by the Company every three years or if there are changes to the relevant legislation.
2. 8.2 The next review will be Summer 2020



Approved by Directors on 22 May 2018