

# DATA PROTECTION POLICY

## Introduction to Data Protection

The Data Protection Act 1998 promotes high standards in the handling of personal data and protects the individual's right to privacy. It gives effect to the EC Directive 95/46/EC and is interpreted in relation to the provisions of the Human Rights Act 1998 (particularly Articles 8 and 10 of the European Convention on Human Rights).

### Definitions

"Child" indicates any person under the age of 18 years.

"Parent" includes the parent, carer, or legal guardian of a child.

"Staff" includes volunteers, contractors, permanent or temporary staff, trustees, or any person involved in the organisation's administration or operations.

"CRB" indicates the Criminal Records Bureau.

### Data Protection

Guy Fox History Project collects, stores and processes personal information in its administration, educational activities and marketing activities. This policy ensures that the treatment of data and information complies with the Data Protection Act of 1998.

Where the data subject is a Child, our Child Protection Policy precedes but does not replace this Data Protection Policy.

The collection and use of information within Guy Fox History Project complies with the Eight Principles of Data Protection, which include:

1. All data shall be fairly and lawfully processed
2. All data shall be processed for limited purposes
3. All data shall be adequate, relevant and not excessive
4. All data shall be accurate
5. No data shall be kept longer than necessary
6. All data shall be processed in accordance with the data subjects' rights
7. All data shall be secure
8. No data shall be transferred to countries outside the EEA without adequate protection

## Types of Information We Collect

### Workshop Participants

The collection of a Child's personal information requires parental consent. In most cases we collect the information directly from the parent. We collect only the information necessary to operate the current project effectively.

Our Studio Workshop applications collect personal information including but not limited to: Child's Name, Child's Address, Child's Phone Number, Child's School, Child's Birthdate, Child's Allergies / Special Needs, and the Parent's Name and Emergency Contact Details.

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Studio Workshop applications are filed in our filing cabinet. The Project Director includes a photocopy of each application in the Project Binder, which s/he takes to the workshops. During intervals in the workshops, the Project Binder is stored at the Guy Fox History Project office.

From the information supplied on the applications, the Project Director creates an attendance roster including the names and phone numbers of the participants. When the project is complete, the attendance roster is shredded.

#### Photography / Artwork Waivers

We collect personal information on Photo / Artwork Waivers, including but not limited to: Child's Name, Child's Address, Child's Phone Number, Parent's Name and Address. Hard copies of signed waivers are stored permanently in the PARTICIPANTS PERMISSION folder.

Third parties (including publishers or newspapers) who publish photos or artwork may request copies of the photography / artwork waiver. We can provide a blank copy of the waiver for their purposes; if necessary, we provide a copy of the signed waiver, but only with parental consent.

#### Information Requested by Grant Providers

We will collect information pertaining to race, religion and disability if required by a grant provider. In cases where this information is required, it will be collected, collated, presented in the appropriate evaluation paperwork to the grant provider, and shredded. We will retain collated statistical information for evaluation purposes; the original forms completed by participants or their parents will be shredded.

#### Ending or Extending our Relationship with Workshop Participants

When a project is finished, the Guy Fox History Project requests parental consent to retain the participant's address details for our mailing list. If the parent consents, we add the participant's details to our mailing list; if the parent denies our request, the participant's details are shredded.

#### Staff

During staff recruitment and tenure, we collect and retain personal information including but not limited to: Name, Nickname, Address, Address Verification, National Insurance Number, Employment / Education History, and Referees' Addresses. We only collect personal information necessary for our administration and operations and to foster a safe, professional working environment.

If staff members submit details which are extraneous to our request, (eg a bank statement with balance information or bank account number), we black out the unnecessary information.

We retain personal information about staff permanently, including staff application, CRB Disclosure Report, attendance record, payment records, and disciplinary actions.

#### Criminal Records Bureau Disclosure

To fulfil the requirements the Criminal Records Bureau Disclosure (CRB police check), staff provide personal information including: Full name, addresses for the previous 5 years, passport details, driving license details, date of birth, birth certificate, marriage certificate, P45 or P60.

An applicant's signature on the CRB Disclosure Form allows disclosure of personal details for the purposes of a CRB police check. Staff should take note that this disclosure is to the Criminal Records Bureau, not to the Guy Fox History Project. The Criminal Records Bureau supplies a Disclosure Report to the applicant and to the Guy Fox History Project.

We retain photocopies of the CRB Disclosure forms in the CHILD PROTECTION archive box. We file CRB Disclosure Reports in the CHILD PROTECTION archive box.

#### Donors' / Benefactors' Details

We keep donors' and funders' details for the purpose of acknowledgement and communications. We do not provide any information about donors or benefactors to third parties.

#### Mailing List / Database

The Guy Fox History Project maintains a mailing list for purposes of marketing and publicity. We retain information on our mailing list which includes but is not limited to: Business Name, Business Type, Personal Name, Address, Email address, Website, and Phone and fax number.

## **How We Handle, Store and Protect Information**

Personal information for current projects is stored in our filing cabinets, which are kept locked within a locked office. Personal information held on a permanent basis is stored in a secure location, in a secure, fire-proof file cabinet.

#### Information Stored on Computer / Archived onto CD

Personal information retained on the organisation's computer, including but not limited to our mailing list and other databases, letters, and documents, is password protected. We ensure the accuracy of the data through quarterly updates. Personal information archived in our CD Archive is password protected. The CD is marked "SENSITIVE," and the files containing the information are marked "SENSITIVE" in our CD Archive Index.

#### Mailing List and Other Databases

We store our mailing list and databases on one computer terminal, and we back them up quarterly onto CD. Our databases are password-protected. We do not share our databases with third parties.

#### Destroying Information

When required, documents containing personal information will be cross-cut shredded. Computer records containing personal information will be deleted from the relevant files, and the original files will be overwritten.

## **Informing our Participants and Data Subjects**

This Data Protection Policy is available on request from the Guy Fox History Project office or via download from [www.guyfox.org.uk](http://www.guyfox.org.uk). Additionally, we have published a simple child-friendly privacy assurance for our participants and their families.

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**Contact Addresses**

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