



## DATA PROTECTION POLICY

In order to ensure the health & safety of all and to use the most efficient methods to contact participants and users of the Trust's activities and resources, information on volunteers, registered therapists, client-patients and Trustees as well as supporters and donators will be collated and stored. In order for this to be achieved participants will be made aware of our data protection policy on formal contact with the Trust. It is our aim to adhere to the Data Protection Act of 1998 wherever possible.

- i) Consent to collect participant data shall be lawfully and informatively collected at the start of each new participant enrolment.
- ii) Each new participant will be routinely asked for their permission for **The Harmony Therapy Trust (THTT)** to use their name in any future marketing where past and present participants are named, this permission will be in written form.
- iii) The data collected from the participant will only be that used by **THTT** for the purposes of registration, health & safety, participant protection, equal opportunities. The data will also be used for the purposes of contacting participants to inform them of relevant activities and opportunities or parents & guardians in the event of an emergency or to inform them of inappropriate participant conduct should the need arise.
- iv) Completed data will be kept as archive material. Therefore all data will be accurate to the time that the participant was actively involved within the club activities. We seek to obtain accurate and clear data for the duration of the participant's involvement with the club.
- v) All documents that contain participant's data that was required by the club for the purposes of enrolment will be open for the participant to inspect at their request.
- vi) Client data will be held within a locked cupboard within the locked premises of **THTT** or an equally appropriate secure building.
- vii) This participant data will only be accessed by those members of staff that are working within the bounds of the club and its activities at the appropriate time.
- viii) At all times and in all places the named personnel will retain the confidentiality of those records.
- ix) Participant data will not be forwarded to any third parties unless specific permission has been formally given in writing by the participant and in the case of those under 18 years of age countersigned by the appropriate legal guardians.
- x) All Client data will remain within the United Kingdom.

**THIS DATA PROTECTION POLICY** detailed was agreed and minuted at a meeting of the Board of Trustees and signed by the Chair on

In the chair.....RITA COUZINS..... Date:.....20 March 2014  
Prepared by: Dawn Cockburn