



**WORKS FOR US**  
**Data Protection and Confidentiality Policy Summary**

Works for Us is committed to providing a confidential service to its clients. Personal data is information that relates to an identified or identifiable individual.

Works for Us understands confidentiality to mean that clients' privacy will be respected by keeping circulation of personal data to a minimum as required.

To do so please follow these basic rules:

1. Do **not** disclose Personal information either orally or in writing or accidentally or otherwise to any unauthorised third party.
  
2. Make sure Personal data is:
  - used only for the purpose it was obtained for;
  - adequate, relevant and not excessive for those purposes;
  - kept safe from unauthorised access, accidental loss or destruction;
  - not kept for longer than is necessary for that purpose.
  - processed in accordance with the data subject's rights.
  
3. Ensure all data and personal data in particular is kept securely, for example:
  - in a locked filing cabinet or in a locked drawer;
  - if it is computerised, it is password protected;
  - kept only on flash drive, which is itself kept securely.
  
4. If you think that there is a chance the Data Protection and Confidentiality Policy has been breached consult with your line manager, CEO/Data Controller or Chair of the Board of Trustees.

All staff or others who process or use any personal information must ensure that they have read and understand the full version of the Data Protection and Confidentiality Policy in the Staff Handbook and act in accordance with its provisions.

<b>Data Protection and Confidentiality Policy</b>		Amended	25.01.2022
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Full information on GDPR and Data Protection can be reviewed here  
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>

Name: ALEXA C. WILKINSON

Position: Chair of Trustees

Date: 31<sup>st</sup> January 2022

Signature: Alexa C. Wilkinson

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