

# Lifespace Trust and the Data Protection Act

## 1. Introduction to the Data Protection Act 2003

The Data Protection Act controls how your personal information is used by organisations, businesses or the government. Everyone who is responsible for using data has to follow strict rules called ‘**data protection principles**’. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes *e.g. being matched to a mentor*
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary - *we keep data for a maximum of one year after we have finished working with someone*
- handled according to people’s data protection rights
- kept safe and secure - *we keep personal data in secure boxes and cupboards, and use codes to identify people on our computer system and in paperwork we carry with us*
- not transferred outside the UK without adequate protection

There is stronger legal protection for more sensitive information, such as:

Information on:	Does Lifespace Trust store information regarding this?
<b>Ethnic background</b>	<b>Yes</b> - We do usually have data on a person’s ethnicity. This is given to us by agencies/family members when they complete and submit a Mentoring Request Form to us. This is useful for us to know because it can affect the mentor we assign to the young person, for cultural and ethnic reasons.
<b>Political opinions</b>	<b>No</b> - We do not store information on this specifically. Although this information might be volunteered by the young person.
<b>Religious beliefs</b>	<b>No</b> - We do not store information on this specifically. Although this information might be volunteered by the young person.
<b>Health</b>	<b>No</b> - We do not store information on this specifically. Although this information might be volunteered by the young person, and there may be mention of any specific health issues on the Mentoring Request Form. This form is kept secure.
<b>Sexual health</b>	<b>No</b> - We do not store information on this specifically. Although this information might be volunteered by the young person.
<b>Criminal records</b>	<b>No</b> - We do not store information on this specifically. Although this information might be volunteered by the young person, and there may be mention of specific criminal history on the Mentoring Request Form as part of the Risk Assessment. This form is kept secure.

## 2. Find out what data an organisation has about you

The Data Protection Act gives you the right to find out what information the government and other organisations stores about you, including charitable groups such as Lifespace Trust. Every organisation is legally required to provide you with a copy of the information they hold about you if you request it.

- ➔ If you want to write to Lifespace Trust and ask for a copy of the information we hold about you, you can email: [info@lifespace.org.uk](mailto:info@lifespace.org.uk)

- ➔ Or write to: Information Officer, Lifespace Trust, The Old Stables, 1a Brewery St, Stratford-upon-Avon, Warks. CV37 0BQ
- ➔ In most circumstances, all the information we have is what is shared on a One to One Mentoring Request Form. You can see this form on our website [www.lifespace.org.uk](http://www.lifespace.org.uk) and click 'Forms'

### 3. When information can be withheld

There are some situations when organisations are allowed to withhold information, e.g. if the information is about:

- the prevention, detection or investigation of a crime
- national security or the armed forces
- the assessment or collection of tax
- judicial or ministerial appointments

An organisation doesn't have to say why they are withholding information.

### 4. How much it costs

Some organisations charge for providing information. The cost is usually no more than £10 but can be more if the information is contained within either:

- certain types of records e.g. health or education records
  - a large number of paper records held in an unstructured way by a public authority
- ➔ Lifespace Trust charges a nominal £2, payable in advance, to cover our basic administration and postage costs.

### 5. If you need to make a complaint

If you think your data has been misused or that the organisation holding it hasn't kept it secure, you should contact them and tell them. You can do this using the contact details above, or preferably call us on 01789 297400 if you have concerns.

If you are unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO). The ICO can investigate your claim and take action against anyone who has misused personal data.

#### ICO helpline

Telephone: 0303 123 1113

This information sheet is based on details of the Data Protection Act 2003 provided by the government - at <https://www.gov.uk/data-protection/the-data-protection-act/> accessed 12/09/13