



# **CITY HEALTH CARE PARTNERSHIP FOUNDATION**

## **INFORMATION MANAGEMENT POLICY**

## 1 INTRODUCTION

As a small start-up charity CHCP Foundation, Trustees and support comes from CHCP CIC, although it needs to be clear and directional regarding its terms of reference and as an independent organisation. This needs also to be set in the context that all Trustees are employees of CHCP CIC and work pro bona for the charity, and currently all management support systems are run through CHCP CIC with the exception of finances.

## 2 SCOPE OF POLICY

The policy applies to all activities of the City Health Care Partnership Foundation.

## 3 AIMS AND OBJECTIVES

We are legally obliged to protect the information we hold about our clients, employees and beneficiaries. In accordance with the Data Protection Act, we aim to:

- only collect information that we need for a specific purpose;
- keep it secure;
- ensure it is relevant and up to date;
- only hold as much as we need, and only for as long as we need it; and
- allow the subject of the information to see it on request.

## 4 ROLES AND RESPONSIBILITIES

Our beneficiaries have a right to see their personal information. They can make a subject access request to see the information we hold about them.

As we handle personal information, every organisation that processes personal information must notify the Information Commissioner's Office. As a not-for-profit organisation we may be exempt from notification, however, the CHCP Foundation agrees to:

- **Tell people what we are doing with their data**

People should know what you are doing with their information and who it will be shared with. This is a legal requirement as well as best practice.

- **Ensure its Trustees and staff are adequately trained**

Training must be received under data protection to explain how they should store and handle personal information. Refresher training will be provided at regular intervals for existing staff.

- **Use strong passwords**

All passwords should contain upper and lower case letters, a number and ideally a symbol. This will help to keep information secure.

- **Encrypt all portable devices**

Make sure all portable devices such as memory sticks and laptops used to store personal information are encrypted.

- **Only keep personal information for as long as necessary**

Make sure the Foundation has established retention periods in place and set up a process for deleting personal information once it is no longer required.

## **5 APPROVAL**

Approval of this policy will be agreed by the Board of Trustees.

## **6 DISSEMINATION, IMPLEMENTATION AND ACCESS**

This policy will be available for members to access on the CHCP Foundation website.

All new members to CHCPF will be advised of relevant policies.

## **7 REVIEW**

This policy will be reviewed within two years of the date of implementation.