

# Parent Views Count

## Confidentiality and Data Protection Statement

It is important for you to understand our confidentiality and data protection guidelines and what will happen to information you give us.

### **WHAT WILL BE CONFIDENTIAL?**

All information that you share with us is confidential between you, Parent Views Count (PVC) members, and Barnardo's Parent Views Count staff.

### **WHERE IS CONFIDENTIALITY TO BE OBSERVED?**

- Within all the PVC meetings.
- Talking one to one with a PVC member
- Talking one to one with a Barnardo's PVC member of staff
- Information stored about you ( e.g. name , address, etc )
- Within the crèche at PVC meetings.

### **WHO DOES THIS APPLY TO?**

- All PVC members.
- Barnardo's PVC staff.
- PVC Crèche workers.

### **WHAT INFORMATION DO WE STORE?**

Parent Views Count and Barnardo's maintain paper files and a computerised recording system of all PVC members contacts details and the key information relating to the work you do with us.

This comprises of;

- A data base with your contact details and information about your involvement with PVC
- Copies of letters, reports etc sent by you / PVC / Barnardo's.
- Minutes of meetings
- Financial records of voucher claims / payments

PVC members and Barnardo's PVC staff will take great care to keep the information confidential.

Under the Data Protection Act 1998 you have certain rights regarding information kept about you on a computer.

The eight principles of the Data Protection Act are:

1. That the information should be obtained **and used** fairly and lawfully.
2. Personal data shall only be held for specific lawful purposes.
3. Personal data **shall not** be used or disclosed in any way incompatible with the purpose for which it is held.
4. Personal data **shall be** adequate, relevant and not excessive.
5. Personal data **shall be** accurate and kept up to date.
6. Personal data **shall not be** kept for any longer than necessary to fulfil the purpose for holding it.
7. **Appropriate securing measures shall be taken to safeguard unauthorised access, disclosure or damage to personal data and where appropriate steps taken to have it erased or corrected.**
8. **Personal data will only be obtained or used within the European Economic Area, unless there are adequate protections in the receiving territories.**

PVC and Barnardo's will be keeping strictly to these principles, in looking after information we hold about you on computer.

We maintain files and a computerised record system because we think it improves the service we give you and helps us to plan to deliver better services from PVC in the future.

*This policy works in corporation with:- Child Protection Statement (1), Complaints Form, Complaints Policy, Confidentiality and Data Protection Statement, Constitution, Expenses Procedures, Health & Safety Rules, Safeguarding Vulnerable Adults Policy, Interim Terms of Reference, Mission Statement and Promoting Equality/Valuing Diversity Safeguarding Procedure.*

Parent Views Count  
13/05/10

**Signed:** Nazia Nazir (Joint Chair)

**Signed:** Kristin Sanders (Joint Chair)

**Date:** 27<sup>th</sup> May 2010