



## 1.3 Data Protection Policy

### **Policy Statement**

FarmAbility collects and uses information about people with whom it communicates and who join it as staff, volunteers or as co-farmers.

This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the General Data Protection Regulations.

FarmAbility regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain confidence between those with whom it deals. To this end FarmAbility fully endorses and adheres to the Principles of Data Protection, as set out in the General Data Protection Regulations.

### **Purpose**

The purpose of this policy is to ensure that the staff, volunteers and trustees of FarmAbility are clear about the purpose and principles of Data Protection and to ensure that it has guidelines and procedures in place which are consistently followed. Failure to adhere to the General Data Protection Regulations is unlawful and could result in legal action being taken against FarmAbility or its staff, volunteers or trustees.

### **Principles**

FarmAbility is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



- processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
  - d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
  - e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
  - f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

## **Procedures**

The following procedures have been developed in order to ensure that FarmAbility meets its responsibilities in terms of Data Protection. For the purposes of these procedures data collected, stored and used by FarmAbility falls into 2 broad categories:

1. FarmAbility internal data records; Staff, volunteers and trustees
2. FarmAbility external data records; Co-farmers

FarmAbility as a body is a DATA CONTROLLER under the General Data Protection Regulations, and the Board of Trustees is ultimately responsible for the policy's implementation.

## **Internal data records**

### Purposes

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



FarmAbility obtains personal data (names, addresses, phone numbers, email addresses), application forms, and references and in some cases other documents from staff, volunteers and trustees. This data is stored and processed for the following purposes:

- Recruitment
- Equal Opportunities monitoring
- Volunteering opportunities
- To distribute relevant organisational material e.g. meeting papers
- Payroll

#### Access

The contact details of staff, volunteers and trustees will only be made available to other staff, volunteers and trustees. Any other information supplied on application will be kept securely in the office and is not accessed during the day to day running of the organisation.

Contact details of staff, volunteers and trustees will not be passed on to anyone outside the organisation without their explicit consent. A copy of staff, volunteer, trustee emergency contact details will be displayed in the office for Health and Safety purposes to be used in emergency situations e.g. fire/ bomb evacuations. Staff, volunteers and trustees will be supplied with a copy of their personal data held by the organisation if a request is made. All confidential post must be opened by the addressee only.

#### Accuracy

FarmAbility will take reasonable steps to keep personal data up to date and accurate, and limited to what is necessary for the purposes for which the data has been collected.

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



Personal data will be stored for 6 years after an employee, volunteer or trustee has worked for the organisation and brief details for longer. Unless the organisation is specifically asked by an individual to destroy their details it will normally keep them on file for future reference. The Programme Manager has responsibility for destroying personnel files.

### Storage

Personal data is kept in paper-based systems and on a password-protected computer system.

Every effort is made to ensure that paper-based data are stored in organised and secure systems.

FarmAbility operates a clear desk policy at all times.

FarmAbility maintains a Register of Systems, which will be reviewed at least annually.

### Use of Photographs

Where practicable, FarmAbility will seek consent from individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received. This policy also applies to photographs published on the organisations website or in the Newsletter.

### **External data records**

#### Purposes

FarmAbility obtains personal data (such as names, addresses, and phone numbers) from clients. This data is obtained, stored and processed solely to assist staff and volunteers in the efficient running of services. Personal details supplied are only used to send material that is potentially useful. Most of this information is stored on the

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



organisation's database. FarmAbility obtains personal data and information about clients in order to provide services. This data is stored and processed only for the purposes outlined in the agreement and service specification signed by the client.

### Consent

Personal data is collected over the phone and using other methods such as e-mail. During this initial contact, the data owner is given an explanation of how this information will be used.

Written consent is not requested as it is assumed that the consent has been granted when an individual freely gives their own details. Personal data will not be passed on to anyone outside the organisation without explicit consent from the data owner unless there is a legal duty of disclosure under other legislation, in which case the Director will discuss and agree disclosure with the Chair/ Vice Chair.

### Access

Only the organisation's staff, volunteers and trustees will normally have access to personal data.

All staff, volunteers and trustees are made aware of the Data Protection Policy and their obligation not to disclose personal data to anyone who is not supposed to have it. Information will not be passed on to anyone outside the organisation without their explicit consent, excluding statutory bodies e.g. the Inland Revenue. Individuals will be supplied with a copy of any of their personal data held by the organisation if a request is made. All confidential post must be opened by the addressee only.

### Accuracy

FarmAbility will take reasonable steps to keep personal data up to date and accurate.

Personal data will be stored for as long as the co-farmer uses our services. Where an individual ceases to use our services and it is not deemed appropriate to keep their records, their records will be destroyed. However, unless we are specifically asked by

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.



an individual to destroy their details, we will normally keep them on file for future reference. If a request is received from an organisation/ individual to destroy their records, we will remove their details from the database and request that all staff holding paper or electronic details for the organisation destroy them. This procedure applies if FarmAbility is informed that an organisation ceases to exist.

### Storage

Personal data may be kept in paper-based systems and on a password-protected computer system. Paper-based data are stored in organised and secure systems. FarmAbility operates a clear desk policy at all times.

### Use of Photographs

Where practicable, FarmAbility will seek consent of members/individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received. This policy also applies to photographs published on the organisation's website or in the Newsletter. All new co-farmers are given a Photo Consent form to sign if they give permission consent to have their photograph taken and used by FarmAbility. They have the right to withdraw consent at any time.

### **Disclosure and Barring Service**

FarmAbility will act in accordance with the DBS's code of practice.

Copies of disclosures are kept for no longer than is required. In most cases this is no longer than 6 months in accordance with the DBS Code of Practice. There may be circumstance where it is deemed appropriate to exceed this limit e.g. in the case of disputes.

### **Responsibilities of staff, volunteers and trustees**

During the course of their duties with FarmAbility, staff, volunteers and trustees will be dealing with information such as names/addresses/phone numbers/e-mail addresses of

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley



co-farmers/volunteers. They may be told or overhear sensitive information while working for FarmAbility. The General Data Protection Regulations gives specific guidance on how this information should be dealt with. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Staff, paid or unpaid must abide by this policy.

To help staff, volunteers, trustees meet the terms of the General Data Protection Regulations; the attached Data Protection/Confidentiality statement has been produced. Staff, volunteers and trustees are asked to read and sign this statement to say that they have understood their responsibilities as part of the induction programme.

## **Compliance**

Compliance with the General Data Protection Regulations is the responsibility of all staff, paid or unpaid. FarmAbility will regard any unlawful breach of these Data Protection principles by any staff, paid or unpaid, as a serious matter which will result in disciplinary action. Any employee who breaches this policy statement should in the first instance be referred to the manager.

## **Retention of Data**

No documents will be stored for longer than necessary and will be securely destroyed after an appropriate length of time. All documents containing personal data will be disposed of securely in line with Data Protection principles.

FarmAbility is the working title of the Farm Inspiration Trust, UK registered charity no. 1153282  
<http://farminspirationtrust.org/>

We believe that adults with learning disabilities and autism should have access to meaningful activities that improve their well-being and increase their independence, enabling them to participate actively in their communities.

FarmAbility, The Field Station Wytham, OX2 8QJ Tel: 01865 245604  
Trustees: Richard Brooks (Chair), Will Gale (Treasurer), Ruth Layton, Roz Warren, Wendy Tindsley