



## **Data Protection Policy**

V1 – Authorised 07.10.2010, Barry O’Sullivan

### **Introduction**

The Pre-Hospital Emergency Care Council (PHECC) collects and uses data (information) for a variety of purposes about its staff, examination candidates and other individuals who come in contact with the organisation.

The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data.

### **Purpose of this policy**

This policy is a statement of the PHECC’s commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

### **Principles of the Acts**

PHECC will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

- 1. Obtain and process information fairly**  
PHECC will obtain and process personal data fairly and in accordance with the fulfillment of its functions.
- 2. Keep it only for one or more specified, explicit and lawful purposes**  
PHECC will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.
- 3. Use and disclose it only in ways compatible with these purposes**  
PHECC will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.
- 4. Keep it safe and secure**  
PHECC will take appropriate security measures against unauthorised access to, alteration, disclosure or destruction of the data and against its accidental loss or destruction. PHECC is aware that high standards of

security are essential for all personal information.

**5. *Keep it accurate, complete and up-to-date***

PHECC will have procedures that are adequate to ensure high levels of data accuracy.

PHECC will examine the general requirement to keep personal data up-to-date and will put in place appropriate procedures to assist staff in keeping data up-to-date.

**6. *Ensure that it is adequate, relevant and not excessive***

Personal data held by the PHECC will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept.

**7. *Retain it for no longer than is necessary for the purpose or purposes***

PHECC will have a policy on retention periods for personal data.

**8. *Give a copy of his/her personal data to that individual, on request***

PHECC will have procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

**Responsibility**

PHECC has overall responsibility for ensuring compliance with the Data Protection legislation. However, all PHECC employees who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation. PHECC will provide support, assistance, advice and training to all staff to ensure it is in a position to comply with the legislation.

**Procedures and Guidelines**

This policy supports the provision of a structure to assist PHECC to comply with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

**Review**

This Policy will be reviewed regularly in light of any legislative or other relevant indicators.