

Appendix 6

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DATA PROTECTION PRINCIPLES AND PRIVACY POLICY

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202 Lambeth Road
London SE1 7JW
Telephone
020 7654 7006
www.ms-sc.org



Patron: HM The Queen
A charity registered in England and Wales
313013 and in Scotland SC037808

**DATA PROTECTION PRINCIPLES AND PRIVACY POLICY
OWNER: MSSC (Marine Society & Sea Cadets)**

CONTENTS LIST

	Page
DATA PROTECTION POLICY AND PRINCIPLES	1
Guidance and responsibilities : MSSC employees and Sea Cadet volunteers, Information for parents and cadets	1
Eight data protection principles	1
DATA PROTECTION PRIVACY POLICY	4
Data Protection Act 1998	4
Transfer of data outside the European Union	4
Collection of personal data	4
Use of your information and your preferences	4
Disclosures of your Information	5
Other websites	5
Use of cookies	5
Privacy of personal data	5
Access rights	6

DATA PROTECTION POLICY AND PRINCIPLES

In this policy the MSSC is referred to as “MSSC” or “the Charity” and these terms should be taken to also include: the Marine Society, the Sea Cadet Corps and Sea Cadet units.

This policy sets out how the MSSC deals with any data it collects and processes

Guidance and responsibilities: MSSC employees and Sea Cadet volunteers, Information for parents and cadets

MSSC (Marine Society & Sea Cadets) is registered with the Information Commissioner and fully endorses and adheres to the eight Data Protection principles set out in the Data Protection Act 1998. MSSC Data Controller for the purposes of the Act is the Director of Business Management (DBM) at MSSCHQ. MSSC recognises the importance of the correct and lawful treatment of personal information and this data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Act.

In the business of managing and running MSSC and the affiliated units of the Sea Cadet Corps (SCC) personal and ‘sensitive’ personal data (e.g. racial or ethnic origin, religion, health, criminal proceedings or convictions etc) is gathered and stored on our employees, volunteers and supporters, and cadets. This information is vital to the smooth running of the organisation and is particularly important in safeguarding young people and adult volunteers from harm or preventing access into MSSC and SCC of any inappropriate or undesirable individuals.

The introduction of Project Westminster, our database and the centralisation of all volunteer and cadet records places an even greater responsibility on every member of the organisation to comply with the principles of The Data Protection Act outlined below. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing and storage of personal data.

All employees and volunteers are also responsible for:

- Checking that any personal data that they provide to MSSC is accurate and up to date.
- Informing MSSC of any changes to information which they have provided, e.g. changes of address.
- Checking any information that MSSC may send out from time to time, giving details of information that is being kept and processed.

This guide outlines the Data Protection Principles and also provides simple directions which must be applied by everyone within MSSC and SCC.

Eight data protection principles

1. Personal data shall be processed fairly and lawfully and in particular, shall not be processed unless:

a. At least one of the conditions below is met:

- The data subject has given consent.
- The processing is required to meet a legal obligation.
- It is required for the performance of a contract.
- It is necessary to protect the vital interests of the individual; carry out public functions.
- It necessary to pursue the legitimate interests of the data controller or 3rd parties.

b. In the case of 'sensitive' personal data, at least one of the conditions of below is also met:

- Explicit consent of the data subject obtained.
- To comply with employers legal duty.
- To protect the vital interests of the data subject or another person.
- Carried out by certain not for profit bodies.
- In legal proceedings.
- To exercise legal rights.
- To carry out public functions.
- For medical purposes.
- For equal opportunities monitoring.
- As specified by an order.

NB – Sensitive personal data is any information relating to racial or ethnic origin, political opinions, religious beliefs, Trade Union membership, health, sex life, criminal proceedings or convictions.

2. Personal data shall be obtained only for one or more specified and lawful purposes – e.g. for MSSC and SCC business only - and shall not be further processed in any manner incompatible with that purpose.

3. Personal data shall be adequate, relevant and not excessive in relationship to the purpose for which it was requested – e.g. we will only gather enough information that is necessary to manage MSSC and SCC business.

4. Personal data shall be accurate and, where necessary, kept up to date.

5. Personal data obtained or processed for any MSSC or SCC purpose shall not be kept for longer than is necessary for that purpose.

6. Personal data shall be processed in accordance with the rights of data subjects under this Act – e.g. any member of the MSSC or SCC has the right to access certain data held on them on application to MSSCHQ and payment of the appropriate fee.

7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data – e.g. secure storage of records and security protocols within Westminster.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the

rights and freedoms of data subjects in relation to the processing of personal data – e.g. no personal data will be sent to any other country unless we are satisfied that similar levels of protection are available in that country – (Seek advice from the Data Controller at MSSCHQ if necessary).

The principles above set out the formal parameters that we must all follow in managing personal information data in manual records and on computers, but in essence:

- Don't pass on the personal details of any individual from paper records or computer systems (including email) to anyone unless with their permission or in furtherance of legitimate MSSC or SCC business.
- Don't give or allow any other person to use your computer security password.
- Don't allow other people to use your computer under your name and password.
- Don't leave any unit, district, area, training school or HQ computer logged on in your name which may allow inappropriate accessibility to any personal records or information.
- Do not process any sensitive personal data without the explicit consent of the data subject – if you have any concerns or queries contact the MSSC Data Controller at MSSCHQ.
- Do make sure that all manual/paper records that may be held at units, district, area or HQ level (including all training schools) are kept and maintained securely and that an appropriate security process is in place to ensure that the records cannot be accessed by any person without authority.
- Do ensure that personal records are disposed of in a secure way.
- Do make sure any information you place on to records (manual or computer) is necessary, relevant to our business and above all accurate.
- Do refer to the MSSC Data Controller at MSSCHQ if you have any concerns or are aware of any misuse of personal records.
- Do refer to the MSSC Data Controller at MSSCHQ if you are required to provide personal data by any individual requesting a 'Subject Access Request'.
- Please note that any breach of these principles (knowingly or otherwise) may be subject of disciplinary investigation and measures.

DATA PROTECTION PRIVACY POLICY

The information in this privacy policy relates to MSSC. MSSC is committed to ensuring that your privacy is protected. You can be assured that any information that you provide by which you can be identified will only be used in accordance with this privacy statement.

MSSC may change this policy from time to time by updating this page. You should check [www.sea-cadets.org/parentsguardians-info] from time to time to ensure that you are happy with any changes.

Data Protection Act 1998

MSSC (Marine Society & Sea Cadets) is registered with the Information Commissioner and abides by the eight Data Protection principles set out in the Act.

Please direct enquiries in respect of Data Protection issues to the Director of Business Management, MSSCHQ, 202 Lambeth Road, London, SE1 7JW (email hq@ms-sc.org). A copy of the details held on the Register of data controllers, held by the Information Commissioner is available through the Director of Business Management.

Transfer of data outside the European Union

MSSC has affiliated units in the Bailiwicks of Guernsey, Jersey and in the Isle of Man each of which is outside the European Union. Information provided through this website may be provided to Sea Cadet units in those territories and also stored in data retrieval systems in those territories.

Collection of personal data

MSSC will only require you to provide personal information appropriate for the completion of specific tasks or to manage the Sea Cadet Corps (SCC) - for example when you wish to join as a member of staff, volunteer your support to a Sea Cadet unit or join as a sea cadet place an order through the MSSC College of the Sea (for our educational services) or apply for seafarers' educational grants, scholarships or loans.

You will be required to provide sufficient personal information for the MSSC to safely manage and safeguard young people within the organisation, process organisational business, manage transactions and contact you in the event of a problem or issue arising. You may provide the MSSC with additional information at your own discretion.

Keeping us up to date

If you believe that any information we are holding on you is incorrect or incomplete, please write to Director of Business Management, MSSC, 202 Lambeth Road, London, SE1 7JW (email hq@ms-sc.org) and we will promptly correct any information found to be incorrect.

Use of your Information and your preferences

MSSC will use your information to:

- Provide and personalise its services.
- For internal record keeping.
- Carry out safeguarding and to plan activities.
- To help us improve the service we offer.

- Customise our website or promotional materials or to plan training according to the expressed interests of our cadets, volunteers and members.
- Undertake research or to promote the work of the MSSC.
- See how we can improve access to our services.
- To advance the aims and ethos of the MSSC.

MSSC may also use your information to send you news about activities, events or services and, in the event of the MSSC working in partnership with other organisations, details of those third-party associates, **only when you have opted-in** to receive such communications.

Please note that there may be instances where it may be necessary for the MSSC to communicate with you, in any event, for administrative or operational reasons relating to the organisation.

Disclosures of your information

MSSC will only disclose your information in the manner permitted by registration or where required to do so by law. In particular information may be disclosed to other parts of MSSC, its affiliated units to business associates and to third parties as part of joint projects/operations, for administration or for research or analysis projects.

Other websites

MSSC website may contain links to other websites which are outside the control of MSSC and are not covered by this privacy policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy.

Use of cookies

MSSC website uses cookies in three ways:

1. To maintain information about your session on the MSSC server. For example, keeping track of items in your shopping basket or remembering who you are if you leave and then return to MSSC web site during the same browser session. This cookie is removed automatically when either you close your web browser, or 15 minutes after you last accessed a page on this site.
2. To allow the site to recognise you when you return to MSSC pages or if you login whilst you are on the site, to remember you until you close your web browser. The cookie only remains on your computer if you elect to store it in the user information page. The cookie MSSC puts on your computer only contains a reference so that the MSSC can access your personal information. No personal information is contained within the cookie.
3. To provide tracking of your activity on the website - see website tracking below. This cookie is not linked to any personal information about you and is used to provide generic statistical information about patterns of activity on the MSSC website.

Please note you must allow the use of cookies for this website in order to carry out any online financial transactions with MSSC (information as to how to delete: [Information Advertising Bureau](#)).

Website tracking

Whenever you visit the MSSC/Sea Cadets/Marine Society website the web server automatically records your IP address and each page you visit. It also records information including your route to this site and your operating system and web browser type.

This information is not linked to any personal information MSSC holds about you.

Security of personal data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure. MSSC aims to protect the security of your personal data at all times. MSSC will accomplish this by using a combination of methods including, but not limited to:

- Ensuring your personal information will only be displayed on the screen if you are within a session for which you have provided your password.
- Ensuring that whenever your personal information is exchanged between your web browser and MSSC web server, highly effective methods of encryption are used - this is currently 128 bit SSL (secure sockets layer) encryption. This makes it extremely difficult for someone to intercept and read the information being passed between your web browser and MSSC web server.
- Putting in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Access rights

You have the right to access the personal information that MSSC holds about you. Requests should be made in writing to: Director of Business Management, MSSC 202 Lambeth Road, London, SE1 7JW.