



1. Background:

All organisations have to operate within the General Data Protection Regulations and ensure that all data is handled, used, stored, retain and disposed of in an appropriate manner.

2. Responsibilities

GAIN holds all the data centrally in their offices. Volunteers may handle data for the purposes of peer support or other task on behalf of the charity but are not permitted to retain that data.

3. GAIN Code of Practice

- **Storage and Access:** Data is stored in secure filing cabinets or electronically on a secure database. Access to both of these is only available to authorised staff, hard copies to the GAIN office staff and the database is password protected with full access to the GAIN office staff and restricted access to the database administration team member for maintenance purposes only.
- Volunteers are **not** permitted to retain personal data and all paperwork should be returned to the office for storage or destruction. Electronic data should be deleted from electronic devices. Volunteers will have to sign to confirm that they have done this and that do not hold any data after each Peer Support visit.
- **Handling:** Data is only passed to those who are authorised to receive it in the course of their duties. Where that is a third party, an agreement is in place to ensure that the data is only used for the purpose it was provided.
- **Usage:** Data is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- **Retention:** Data will be retained for as long as it is relevant to the person or operation of the charity.
- **Disposal:** Data will be destroyed by secure means i.e. by shredding, pulping or burning and an agreement with any third-party company being put in place to execute this disposal.