



**The Scottish Organisation
for Practice Teaching**

Data Protection Policy 2018

Introduction

As the Scottish Organisation for Practice Teaching (ScOPT) was established for not-for-profit making purposes and does not make a profit, it is exempt from registering with the Information Commissioner's Office.

ScOPT:

- only processes information necessary to establish or maintain membership or support;
- only processes information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- only shares the information with people and organisations necessary to carry out the organisation's activities; and
- only keeps the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

However, the Trustees believe that it is important that ScOPT adheres to the principles of the relevant legislation and understands best practice for managing information.

The basic principles of the data protection legislation are that:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.

The Scottish Organisation for Practice Teaching (ScOPT) is a Scottish Charitable Incorporated Organisation: Scottish Charity Number SC046818

5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects.
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.
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.

Legitimate interest

Under the new EU General Data Protection Regulation (GDPR), "legitimate interest" is one of the legal ways in which we can use your personal data. This requires that we have a genuine and legitimate reason for using your information. This also requires that we do not harm any of your rights and interests. ScOPT's principal aim is to promote quality practice learning in social work education in Scotland and we consider it to be our "legitimate interest" to share relevant information and resources with our members.

Use of personal data

The Board is satisfied that any records we use that contain personal data are processed and stored in accordance with relevant legislation and best practice.

These records are used solely for the purposes of supporting continued engagement by individuals with the work of ScOPT. The personal data held includes name, address, email address, employer, job title, gender and ethnicity. We hold this information to communicate with you. Very occasionally, we are asked by funders and government departments to share information about the demographics of our membership. This is anonymised and aggregated – eg. x% of our members work in the voluntary sector.

Personal data will not be shared with third parties, without your specific and express consent.

Collection of data

When an individual's data is initially collected, ie. when they join ScOPT online, the individual will be made aware of the use which will be made of their information, by using the 'Privacy Notice' below and of this data protection policy.

Privacy Notice

The data you provide to the Scottish Organisation for Practice Teaching (ScOPT) will be stored securely and will be used solely for purposes supporting your continued engagement with the work of the ScOPT. Data is processed and stored in accordance with our data protection policy and only when there is a legitimate interest to do so. Our data protection policy can be downloaded from the ScOPT website. To support your engagement with us, we will contact you from time to time via email with information which may be of interest to you. You can opt out of receiving emails from ScOPT at any time, by clicking the 'Unsubscribe' link at the bottom of our emails or by contacting info@scopt.co.uk

Deletion of data

At any time, you can request that your records be deleted by contacting info@scopt.co.uk

Emails to and from ScOPT will be reviewed after a period of 1 year and if no longer necessary for the purposes will be deleted.

We rarely keep paper records – but any paper records that are help will be destroyed by shredding or burning.

Right to a copy of information held

On request, an individual will be provided with a copy of the information comprising their personal data and held by ScOPT, within 40 days of the request. All such requests should be sent via email to info@scopt.co.uk

Information Security

The Board is satisfied that any personal data that we collect is processed and stored in accordance with relevant legislation and best practice.

The ScOPT Board of Trustees will review information security on an annual basis.

Contacting our Mailing Lists

We will continue to send you emails providing information and promoting events that may be of interest to you as a way of supporting your continued engagement with ScOPT. These emails contain an unsubscribe link and you can unsubscribe at any time.

ScOPT Trustees

May 2018 (to be reviewed by May 2019)