**Together Towards Zero Data Protection and Safeguarding Pack**

## **Data Protection**

Data protection is about ensuring people can trust you to use their data fairly and responsibly.

If you collect information about individuals for any reason other than your own personal, family or household purposes, you need to comply.

The [General Data Protection Regulation (EU) 2016/679](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN), known as GDPR came into effect on 25 May 2018. It sets out the key principles, rights and obligations for most processing of personal data.

By signing this data protection agreement, you are confirming that you will ensure that:

* the guidance contained in this document is adhered to at all times
* all volunteers and others supporting the activities of the project are aware of and understand the importance of adhering to the guidance in the document
* the principles of the GDPR are understood and followed by all involved in the processing of personal information

To comply, all individuals associated with your project will ensure that any information held about people is:

* Held with permission
* Accurate and up-to-date
* Kept only for as long as it is needed
* Kept securely and not given to anyone else without the explicit permission of the people involved (as is otherwise lawful such as in an emergency)\*
* Only in as much detail as necessary to carry out the tasks for which it is held

\* Data protection law does not prevent you sharing personal information where it is appropriate to do so. In an emergency, working with partners and sharing information with them can make a real difference to public safety. In fact, it could be more harmful not to share the data than to share it. For example, you might need to tell a local council about elderly residents who are housebound due to self-isolation and who need support.

**Data Protection Principles**

1. **Keep it clear**

Be clear, open and honest with people about what you are doing with their personal information. Tell them why you need it, what you will do with it and who you are going to share it with.

1. **Keep it lawful**

If you are not sure whether you should be handling personal data, think about whether it falls into one of the following categories:

* Would the person expect me to use their information in this way (legitimate interests)?
* Have they given me their clear and unambiguous consent to use their personal information (consent)?
* Is the person’s health or safety at risk if I do not use their personal data (vital interests)?

If the answer is yes to any of these questions, then you can handle and share personal data.

1. **Keep it secure**

You must look after the personal data you collect. That means keeping it secure on a device – which can be your own, or in a locked cabinet for example.

Security measures need not be so onerous that they prevent you carrying out your work.

Think about the impact on a vulnerable person if the information they entrusted you with becomes lost or stolen. Then apply measures to reasonably reduce the risk of that happening. You can find more information on data security from the [Information Commissioner’s Office.](https://ico.org.uk/media/for-organisations/documents/2617548/ico-data-security-guide-to-the-basics.pdf)

1. **Keep it to a minimum**

Only use and keep what you need to carry out and monitor the success of your project. When the project is over, make sure you and your volunteers securely delete or destroy any personal information that you no longer need.

1. **Keep a record of what you’ve done**

Finally, you should keep a record of any decisions you make that involve the use of personal information.

## **Safeguarding**

All individuals working with children and vulnerable adults should be committed to promoting their welfare and protecting them from harm. This is everyone’s responsibility and everyone who comes into contact with children and vulnerable people has a role to play. Each project will also be asked to nominate a designated safeguarding lead (see below).

**Safeguarding Procedures**

If a volunteer or other person involved in the work of the project suspects or receives a report of abuse they will:

* Write down all the details
* Report the situation to the Project Safeguarding Lead
* Not give promises of confidentiality
* Not interpret what someone is reporting or ask leading questions
* In the event of a risk of significant or immediate harm, follow the local borough proceedings for reporting OR call the police\*

\*You should contact the police in circumstances where:

* The alleged or suspected abuse is severe or ongoing
* The victim of abuse asks that another agency be contacted on their behalf
* The alleged abuse involves a child
* The law may have been broken

**If you come across a crime being committed you should ring 999 for the emergency services.**

**Working with children**

The project will:

* Seek parental consent before children become involved in or attend an event or activity and record evidence of consent (e.g. signed form)
* Always ensure there are a minimum of two adults at events with children are involved without the presence of parents or carers
* Avoid situations where volunteers are alone with a child outside of the sight or hearing of other people
* Maintain professional relationships with children and avoid contact with a child for any purposes unconnected with the event or activity
* Only take photos of children at events with parental consent
* Access and make clear to all volunteers the Safeguarding Guidance in this document

**Designated Safeguarding Lead**

While safeguarding is everyone’s responsibility, we ask each project to nominate a designated safeguarding lead. This person will have specific responsibility for the implementation of the guidance in this document and for handling any safeguarding issues that arise. The designated safeguarding lead will also ensure that all volunteers and others supporting the activities of the project are aware of and understand the importance of adhering to the guidance in this document at all times. There is further information for safeguarding leads at the bottom of this document.

| **Project Safeguarding Lead** | **Details** |
| --- | --- |
| Named lead: |  |
| Telephone 1: |  |
| Telephone 2: |  |
| Email: |  |

**Information for Safeguarding Leads**

When to raise a safeguarding concern:

* If you or someone else within your group or activity has concerns about the welfare of an adult or child that you are not able to immediately resolve.

If you are in any doubt as to whether or not to refer the matter on you can telephone the Safeguarding Adults team to talk through your concern and seek advice: **020 8937 4098** or **020 8937 4099**. For concerns about children telephone 020 8937 4300.

**How to raise a safeguarding concern**

**Adults**

If you wish to raise a safeguarding concern [complete this safeguarding form](https://www.brent.gov.uk/media/16404397/sga-referral-form.docx) and email it to [safeguardingadults@brent.gov.uk](mailto:safeguardingadults@brent.gov.uk). If you have any trouble completing the form, please contact the Duty Team at [safeguardingadults@brent.gov.uk](mailto:safeguardingadults@brent.gov.uk) and they will help you.

**Children**

Contact the **Brent Family Front** door on **020 8937 4300** to discuss your concern. If you are a **member of the public** you can complete a [Child Concern Report](https://brent-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Form-3b3ff798-641b-403f-8910-992998237b30/definition.json) - please send us this online report form if you are worried about a child's safety. Please supply as much information as you can. The NSPCC national 24 hour [Child Protection Helpline](http://www.nspcc.org.uk/what-you-can-do/report-abuse/) (0808 800 5000) and [Childline](http://www.childline.org.uk/) (0800 1111) are alternative means of reporting concerns.

There is more guidance available at [Safeguarding Children in Brent](https://brentsafeguardingpartnerships.uk/children/) and [Protecting adults from risk of abuse](https://www.brent.gov.uk/adult-social-care/protecting-adults-from-risk-of-abuse#howtoraise).

## **Training**

For anyone providing services of any kind in the community, Safeguarding training is recommended. For further information contact CVS Brent on **020 30111 690** or [support@cvsbrent.org.uk](mailto:support@cvsbrent.org.uk). You can submit a support request form on the website: [www.cvsbrent.org.uk/support-membership/](http://www.cvsbrent.org.uk/support-membership/)

Further learning materials and information are available from the following websites:

* [www.londonscb.gov.uk](http://www.londonscb.gov.uk/)
* [www.londoncp.co.uk](http://www.londoncp.co.uk)

## **Agreement**

I have read and agree to fully commit to the guidance laid out in this document. I will comply with the data protection principles and safeguarding procedures. My project has a nominated safeguarding lead named above who will have specific responsibility for handling any safeguarding issues that arise.

**By completing the date and your name, you are agreeing to the above statement.**

**Name**: **Click or tap here to enter text.**

**Organisation Name (if applicable):** **Click or tap here to enter text.**

**Date**: **Click or tap to enter a date.**