



## **Colourful Minds**

### **Data Protection and Record Management Policy – Nov '20**

Colourful Minds is committed to ensuring that the information of our service users and committee members is kept safe and confidential.

All actions taken by Colourful Minds, including the creation, storage, retention and disposal of recordings, will be in line with the provisions of the Data Protection Act 2018, GDPR and Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006 where relevant.

In the event of online meetings and peer support sessions, confidential items will only be included within a recording of a meeting or the minutes/notes, if the purpose and intention of the recording of the item is clear and justifiable.

Data will only be shared by Colourful Minds if there is to be believed there is a safeguarding issue.

Only the Secretary and the Chairperson/s will have access to any data collected on service users and committee members when their consent has been received.

The Secretary will obtain and hold all paperwork and electronic data for Colourful Minds securely and maintain it confidentially. Should any paperwork need to be destroyed or deleted, it will be done so efficiently and to a standard in line with the above legislations.

All committee members will sign to show Colourful Minds dedication to following the outlined terms across all it's volunteers.

#### **Disclaimer**

**Colourful Minds strives to ensure that information and services mentioned in this document are to the best of our knowledge correct at the time of publication.**

By signing below, I acknowledge that I have read, understand, and agree to the terms above regarding Data Protection and Record Managements for Colourful Minds.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Policy to be reviewed – Nov '21

