

LEISURE DIRECT
Charity Number 1050948

CONFIDENTIALITY POLICY

PURPOSE

To define the need for and the security of personal details of members, volunteers and staff.

NEED FOR HOLDING PERSONAL DATA / DETAILS

It is essential that Leisure Direct hold details of a person's physical and mental health, doctors, carer and or parent details, ethnic origin and religious beliefs.

This information would be used only when completing Risk Assessments or when a person is subject to an emergency.

ACCURACY OF INFORMATION

Information will be maintained and kept up to date usually via the annual membership renewal form and bi-monthly activity booking forms.

RETENTION OF INFORMATION

Medical information will be held for one year after membership ceases. Verbal warnings given to a person will be withdrawn after six months, a written warning will be withdrawn after one year.

DATA PROTECTION ACT

All information held by Leisure Direct will be processed in accordance with the data protection act. Refer to LD010 – Data Protection

SECURITY OF INFORMATION

All personal information will be held in two secure locations by password access on computer and external hard drive within The Icknield Centre, Icknield Way. Personal information will only be divulged to authorised persons.