

Confidentiality and Data Protection Policy



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1. Introduction:

Lilac Alliance, Inc. recognizes the importance of maintaining confidentiality and protecting data in our operations. This Confidentiality and Data Protection Policy outlines our commitment to safeguarding sensitive information in accordance with relevant legislation and governance, including but not limited to:

- UK General Data Protection Regulations – May 2018.
- Data Protection Act 2018.
- Public Interest Disclosure Act 1998.
- The Care Act 2014.
- The Human Rights Act 1998.
- The Children and Social Care Act 2017.
- The Children Act 1989.
- Safeguarding Vulnerable Groups Act 2006.
- Working Together to Safeguard Children 2018.
- Information Sharing: Advice for Practitioners 2018.

2. Purpose:

The purpose of this policy is to define the procedures and responsibilities for protecting confidential and sensitive information within Lilac Alliance. It is our commitment to ensure the privacy and data protection rights of service users, staff, and stakeholders.

3. Scope:

This policy applies to all personnel, including staff, contractors, and volunteers, who have access to confidential information or personal data as part of their role within Lilac Alliance.

4. Definitions:

- Confidential Information: Information that is not publicly available and is sensitive or private in nature. This includes personal data, medical records, financial data, and any other information that must be protected.
- Personal Data: Any information relating to an identified or identifiable natural person (data subject).
- Data Controller: The entity responsible for determining the purposes and means of processing personal data.
- Data Processor: The entity that processes personal data on behalf of the data controller.
- Data Subject: The individual to whom the personal data pertains.

5. Data Protection Principles:

Lilac Alliance is committed to upholding the following data protection principles:

- Lawfulness, Fairness, and Transparency: Personal data will be processed lawfully, fairly, and in a transparent manner.
- Purpose Limitation: Personal data will be collected for specified, explicit, and legitimate purposes.
- Data Minimization: Personal data will be adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Accuracy: Personal data will be accurate and kept up to date.
- Storage Limitation: Personal data will be stored for no longer than is necessary.

- Integrity and Confidentiality: Personal data will be processed in a manner that ensures its security, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage.
- Accountability: Lilac Alliance will be responsible and able to demonstrate compliance with data protection regulations.

6. Handling Personal Data:

- Personal data will be collected and processed in a lawful and fair manner, with the data subject's consent or under a legitimate basis defined by relevant laws and regulations.
- Data subjects will be informed about the purpose of data collection and their rights regarding their personal data.
- Data will be accurate and, where necessary, kept up to date.

7. Confidentiality:

- All personnel must maintain strict confidentiality regarding all information and records related to service users, staff, and Lilac Alliance's operations.
- Personal data should only be accessed by authorized personnel on a need-to-know basis.

8. Data Security:

- Lilac Alliance will implement appropriate technical and organizational measures to protect personal data from unauthorized access, disclosure, alteration, and destruction.

9. Data Subject Rights:

- Lilac Alliance will respect the rights of data subjects, including the right to access, correct, erase, or object to the processing of their personal data.

10. Data Breach Management:

- In the event of a data breach, Lilac Alliance will follow the appropriate procedures, including notifying the relevant authorities and affected data subjects.

11. Training and Awareness:

- Staff will receive training and awareness programs on data protection and confidentiality.

12. Accountability:

- Lilac Alliance will document its data protection and confidentiality practices to demonstrate compliance with applicable laws and regulations.

13. Review and Audit:

- This policy will be reviewed and audited regularly to ensure its continued effectiveness and compliance with legislative changes and best practices.

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