

E-Referral Agency staff data protection statement

The Trussell Trust foodbank data system records a range of data, including personal data about clients. Some of this personal client data may be of a sensitive nature. It is essential that all data is kept and handled securely at all times, not revealed to others or used inappropriately.

All Trussell Trust foodbanks are registered with Information Commissioner's Office and their staff and volunteers seek to comply with the Data Protection Act. Data security is taken very seriously, and all foodbank personnel with access to client data are required to act responsibly and in accordance with the foodbank's local data protection policy. Agency personnel must equally be responsible and comply with ICO guidelines.

Please read carefully the statements below and put your initials in the column on the right to confirm your agreement. If you are not sure what a statement means then contact your partner foodbank or organisations data protection officer.

Please add your name, signature and date in the space provided below, and ask the appropriate member of staff to add their name and signature.

	Initials
I will not leave paper vouchers that contain client data where they may be seen by others	
I will only access, amend or delete client data in the foodbank data system when it is necessary to keep accurate data about clients I refer.	
I will only search for data about clients when it is necessary to carry out the tasks that I have been directed to do	
I will not disclose or share client data from the data system with another organisation or person in any way unless requested by the foodbank manager	
I will not print client data from the data system unless explicitly approved by the foodbank manager	
I will not record in the data system any comments about a client that are known or likely to be inaccurate, or which the foodbank management would be unhappy for the client to see (e.g. following a Subject Access Request)	
I will keep my data system password secure at all times	
I will not leave the data system in a state so that others can access it	
I will report any data breach immediately to my partner foodbank	

Your name:

Your signature:

Date: / /

Witness name:

Witness signature:

Date: / /

Witness role:

Please retain a signed copy of this document in your records