

Data Protection policy

1. Introduction

1.1	The Data Protection Act 1998 ('the DPA) aims to strike a balance between the privacy rights of individuals and the ability of organisations to use personal information to conduct their business.
1.2	CNHC recognises that the lawful and correct treatment of personal information is fundamental to the achievement of our objectives. We therefore strive to ensure that our organisation treats personal information lawfully and correctly.
1.3	CNHC is a Registered Data Controller, as notified to the Information Commissioner's Office, Reference Number: Z1361970. We need to collect and use personal data to carry out our duty to protect the public, acting always in the public interest. The largest categories of people we hold information about are current and previous registrants and applicants for registration. We also hold information about <ul style="list-style-type: none">• those who raise concerns about practitioners• individuals involved in the investigation and determination of those concerns• named contacts for the professional associations with whom we have a day to day working relationship• contractors• employees• members of the CNHC Board (the company directors)
1.4	All personal information must be collected, stored, used and disposed of properly, in accordance with the principles of the DPA and other relevant privacy law, including the Human Rights Act 1998.

2. Purpose

2.1	The purpose of this policy is to set out the principles of data protection that we follow in our work and to provide a managed framework for fulfilling our business needs, accountability and legal responsibilities.
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3. Responsibilities

3.1	On behalf of the CNHC the Chief Executive has an overall responsibility to ensure the CNHC complies with legislation in relation to the handling of personal data.
3.2	All staff have a specific responsibility to handle personal data in accordance with the principles of the DPA.

4. Data Protection Principles

4.1	CNHC endorses and is committed to adhering to the eight data protection principles set out in the Data Protection Act 1998.
4.2	<p>The eight Principles require that personal information is:</p> <ul style="list-style-type: none"> • Processed fairly and lawfully • Processed for a specific purpose of purposes • Adequate, relevant and not excessive • Accurate and up-to-date • Not kept longer than necessary • Processed in accordance with the data subject's rights • Secure • Not transferred to countries outside the European Economic Area without adequate protection being provided to the personal data on individual subjects.

5. Use of Your Personal Data

5.1	CNHC's Privacy Notice explains what data we hold about you and who we share it with.
5.2	If we have gathered data for one specific purpose, we cannot simply use the same information for another incompatible purpose.

6. Data subject rights

6.1	<p>A data subject may</p> <ul style="list-style-type: none"> • request access to his or her personal data • have inaccurate information corrected • have inaccurate information deleted (in certain circumstances)
6.2	<p>An individual may make a written request to access any personal data of which he or she is the subject, to be sent to CNHC at 46-48 East Smithfield, London E1W 1AW. This is known as a subject access request. In line with our responsibilities under the Equality Act 2010 there are certain circumstances where we may not require the request to be made in writing. We reserve the right to request additional information to allow us to identify the information requested and will then aim to deal with the subject access request within the statutory deadline of 40 calendar days.</p>
6.3	<p>We will respond properly and promptly to subject access requests and will carefully consider requests for data to be amended or for processing to be suspended.</p>

6.4	Individuals should be aware that certain data may not be disclosed where an applicable exemption applies.
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7. Security

7.1	We will take proportionate technical, physical and organisational measures to ensure that all personal and sensitive personal data is held securely and protected from destruction, loss, unauthorised access and disclosure. Appropriate obligations will be incorporated into contracts with third parties.
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8. Breaches of the DPA

8.1	We recognise that mistakes can happen and advice is available to staff, who must report breaches to the Chief Executive in order for incidents to be assessed consistently.
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8.2	Breaches will be notified to the data subject and the Information Commissioner's Office (ICO) when required in line with ICO guidance.
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8.3	Any concerns regarding a breach of the DPA by CNHC should be addressed to the Chief Executive.
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January 2009

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