



Data Security Policy

Key details

Policy prepared by:	Mr. Simon Thomson
Approved by board on:	29 th November 2017
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Context and overview

Introduction

The Joint Neurosciences Council (“the charity”) needs to gather and use certain information about individuals including trustees, members, contacts, contractors and other people the organisation has a relationship with or may need to contact.

Furthermore, Ebrain is a learning management system owned by The Joint Neurosciences Council, which routinely records personal details for all learners. Authors and module editor contact details are also held.

This policy describes how this personal data must be collected, handled and stored to meet the charity’s data protection standards and to comply with the law.

Why this policy exists

This data protection policy ensures The Joint Neurosciences Council:

- Complies with data protection law and follows good practice
- Protects the rights of all the individuals about whom information is held
- Is open about how it stores and processes individuals’ data
- Protects itself from the risks of a data breach

Data protection law

The Data Protection Act 1998 and the European General Data Protection Regulation 2018 define how organisations including The Joint Neurosciences Council must collect, handle and store personal information. The Joint Neurosciences Council is a data controller as defined by these acts.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The law requires that personal data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date

- Not be held for any longer than necessary
- Processed in accordance with the rights of data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

Lawful Basis for processing personal data

The European General Data Protection Regulation further requires that an organisation has a policy governing data protection that specifies the legal basis for holding personal data.

The Joint Neurosciences Council processes data as follows:

Trustee, member, contractors and contacts names and contact details are held legally under 6(1)(f) Necessary for the purposes of legitimate interests pursued by the Joint Neurosciences Council, except where such interests are overridden by the interests, rights or freedoms of the data subject

Ebrain author and learner names, contact details, IP address, learning activity and learning scores are held legally under 6(1)(a) – Consent of the data subject

Scope, risks and responsibilities

Policy scope

This policy applies to:

- The Joint Neurosciences Council and all projects run by the Joint Neurosciences Council including ebrain.
- All directors, members, staff and volunteers of The Joint Neurosciences Council
- All contractors, suppliers and other people working on behalf of The Joint Neurosciences Council

It applies to all data that the charity holds relating to identifiable individuals, even if that information technically falls outside the law.

Data protection risks

This policy helps to protect The Joint Neurosciences Council from data security risks, including:

- Breaches of confidentiality
- Failing to offer choice to individuals about whom personal data is held
- Reputational damage
- Failure to comply with legal regulations

Responsibilities

Everyone who works for or with The Joint Neurosciences Council has some responsibility for ensuring data is collected, stored and handled appropriately.

Each individual that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

The board of directors is ultimately responsible for ensuring that The Joint Neurosciences Council meets its legal obligations.

The data governance lead is responsible for:

- Keeping the board updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies, every three years.
- Ensuring the Joint Neurosciences Council is registered with the information commissioners office.
- Arranging data protection advice for the people covered by this policy.
- Handling data protection questions from those covered by this policy.
- Dealing with requests from individuals to see data The Joint Neurosciences Council holds about them (also called 'subject access requests').
- Checking and approving any contracts or agreements with third parties that may handle the charity's sensitive data.

- Addressing any data protection queries from journalists or media outlets like newspapers.
- Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
- Evaluating any third-party services the charity is considering using to store or process data. For instance, cloud computing services.

General guidelines

- The only people able to access data covered by this policy should be those who need it to carry out Joint Neurosciences Council duties.
- The Joint Neurosciences Council will provide training where required.
- Data should be regularly reviewed and updated, if it is found to be out of date or no longer required, it should be deleted and disposed of.

All data must be kept secure.

- In particular, strong passwords must be used and they should never be shared.
- Personal data should not be disclosed to unauthorised people, either within the charity or externally.
- Data should not be shared informally.

Data Storage and Use

Data Storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the data governance lead.

When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, paper or files should be kept in a locked drawer or filing cabinet.
- Paper and printouts should not be left where unauthorised people could see them.
- Data printouts should be shredded and disposed of securely when no longer required.
- When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts
- Data should be protected by strong passwords that are changed regularly and never shared between staff.
- If data is stored on removable media (like a CD or DVD), these should be kept locked away securely when not being used.
- Data should only be stored on designated drives and servers, and should only be uploaded to an approved cloud computing services.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should be backed up frequently. Those backups should be tested regularly.
- Data should not be saved directly to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by security software.

Acceptable Data Use

Personal data is of no value to The Joint Neurosciences Council unless the charity can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft.

Personal data should not be shared informally. In particular, it should never be sent by email, as this form of communication is not secure. Data must be encrypted before being transferred electronically. Personal data should never be transferred outside of the European Economic Area.

Staff should not save copies of personal data to their own computers. Always access and update the central copy of any data.

Data Accuracy

The law requires The Joint Neurosciences Council takes reasonable steps to ensure data is kept accurate and up to date.

It is the responsibility of all staff who work with data to take reasonable steps to ensure data is kept as accurate and up to date as possible. Data should be updated as inaccuracies are discovered.

Data will be held in as few places as necessary. Staff should take every opportunity to ensure data is updated. The Joint Neurosciences Council will make it easy for data subjects to update the information The Joint Neurosciences Council holds about them.

Data Disclosures

Subject access requests

All individuals who are the subject of personal data held by The Joint Neurosciences Council are entitled to:

- Ask what information the charity holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the charity is meeting its data protection obligations.

If an individual contacts the charity requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the data controller at admin@jointneurosciences.org. The data controller can supply a standard request form, although individuals do not have to use this.

Individuals will not be charged for subject access request unless they are manifestly unfounded or excessive, particularly if the request is repetitive when a fee of £10 will be charged. The data controller will aim to provide the relevant data within 14 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances, the law allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, The Joint Neurosciences Council will disclose the requested data.

However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the charity's legal advisers where necessary.

Informing data subjects

The Joint Neurosciences Council is required to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the charity has a privacy statement, setting out how data relating to individuals is used by the charity which is available on the charity's website and a mandatory notice on the ebrain website for all ebrain users.

Registration with Information Commissioners Office

The Joint Neurosciences Council is required to register as a data controller with the UK Information Commissioners Office.