



## **Data Protection Policy**

### **1 Scope**

The Society of Forensic Interviewers (SoFI) helps individuals to achieve formal recognition of their achievements. This involves the transfer and storage of sensitive data. This policy covers the secure processing and storage of sensitive data for living individuals, in accordance with the Data Protection Act 2008 and the actions SoFI takes to comply with the Act.

Learners' details are received by SoFI from Accredited Trainers. Accredited Trainers are required to have secure means of transmitting information and comply with the Data Protection Act 2008.

### **2 Purpose**

The purpose of this policy is to protect people's fundamental rights and freedoms and in particular their right to privacy with respect to the processing of personal data.

### **3 Definition**

SoFI is an Approved Centre regulated by the Awarding Organisation (SFJ Awards). In order to carry out its role, personal information on Learners is held, including name, date of birth, equal opportunities information and the qualifications/units for which they are registered.

Personal Information is used to:

- process registrations and certifications
- inform the Awarding Organisation (SFJ Awards) of Learners' details
- upload success to the Learner Achievement Record
- respond to enquiries and send information

- monitor equal opportunities information
- undertake customer satisfaction surveys to help plan and improve services
- produce statistical information for the furtherance of SoFI's Aims and Objectives.

#### **4 Security**

When using IT equipment, Accredited Trainers and SoFI staff must adhere to the following principles relating to security and the Data Protection Act 2008

- All staff must consider the sensitivity of the information they handle.
- All staff must protect information in proportion to its sensitivity by ensuring that information, whatever its format, is secured by physical means (such as locking paperwork away or appropriately archiving it when no longer current) or by using approved electronic means (e.g. by ensuring that files are password protected).

SoFI receives Learner information directly from Learners and also from Accredited Trainers. Under the Accredited Trainers Approval Criteria, Accredited Trainers are required to have a secure means of transmitting information and comply with the Data Protection Act 2008.

SoFI's data storage, e-mails and web browser are protected by secure passwords and multiple firewalls. The web interface between SoFI and its members, including Accredited Trainers and Learners, is supported by Secure Sockets Layer (SSL) which securely transmits data from browser to the Web server, or from the server to browser.

#### **5 Access to Data**

Under the Data Protection Act 2008, individuals have right of access to a copy of the information comprised in their personal data. Requests for personal data or for information coming under the Freedom of Information Act, should be made in writing, either by email or by post to the address below:

Managing Director

Society of Forensic Interviewers

42 Anglesea Road

Ipswich

Suffolk IP1 3PP

Or by email to [jeffshiplee@so-fi.org](mailto:jeffshiplee@so-fi.org)

#### **6 Review of the Policy**

March 2016

The policy will be reviewed annually and revised as necessary in response to customer feedback, changes in legislation and guidance from the Awarding Organisation (SFJ Awards).