

St Paul's LTC

DATA PROTECTION POLICY

Policy statement

St Paul's LTC is committed to protecting the rights and privacy of its members and others in accordance with the Data Protection Act 1998 (DPA1998). This policy applies to anyone involved in the work of St. Paul's LTC.

As a matter of good practice, individuals working with St Paul's LTC who have access to personal data, that is personal information which is processed either electronically or on organised paper records, will be expected to have read and to comply with this policy.

Legal requirements

The purpose of the DPA1998 is to protect the rights and privacy of individuals and to ensure that processing of personal information is not carried out without their knowledge, nor wherever possible, without their consent.

The Act requires us to acknowledge the right of 'subject access' – members and others must have the right to copies of their own personal data we hold.

Any misuse of personal information will be taken seriously and appropriate measures will be taken where necessary.

Purpose of data held by ST PAUL'S LTC

We process personal information to enable us to provide a service for the benefit of our members; administer membership records; fundraise and promote the interests of the club; maintain our own accounts and records.

Data protection principles

In terms of the DPA 1998, ST PAUL'S LTC is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal information is, or is to be, processed. We will make every effort to ensure that we have:-

- 1. fairly and lawfully processed personal data**
- 2. processed data for limited and lawful purposes**

We will not use data for purposes other than those agreed by data subjects (members and others).
- 3. only retained adequate, relevant and not excessive data**

We will monitor the data held for our purposes. If information given or obtained is excessive for such purposes, it will be deleted or destroyed.
- 4. kept data accurate and up-to-date**

It is the responsibility of ST PAUL'S LTC to act upon the notification of any changes in personal data, amending records where necessary. Members are requested to ensure that any change to their data is notified to ST PAUL'S LTC as soon as possible.
- 5. not kept data longer than necessary**

We discourage the retention of data longer than is required. All personal data will be deleted or destroyed by us after an appropriate period, which will depend on the type of data.
- 6. processed data in accordance with the individual's rights**

All individuals for whom ST PAUL'S LTC holds data have the right to:

 - be informed upon request of all the information held about them within 30 days;
 - the removal and correction of any inaccurate data about them;
 - prevent the processing of their data for the purpose of direct marketing.
- 7. kept data secure**

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction.
- 8. not transferred data to countries or territories outside the European Economic Area unless the country has adequate protection for the individual**

No transfer without the explicit consent of the individual concerned. ST PAUL'S LTC takes particular care of this when publishing information on the internet that can be accessed from anywhere in the world.

Agreed and approved by the Committee