



Chinley, Buxworth and Brownside Community Association Data Protection Policy



Policy statement

Chinley, Buxworth and Brownside Community Association (CBBCA) is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers and others in accordance with The Data Protection Act 1998.

As a matter of good practice, other organisations and individuals working with the CBBCA, and who have access to personal information, will be expected to have read and comply with this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires the CBBCA to register the fact that it holds personal data and to acknowledge the right of 'subject access' – voluntary and community group members and volunteers must have the right to copies of their own data.

Managing Data Protection

The CBBCA will ensure that its details are registered with the Information Commissioner.

Data Protection Principles

In terms of the Data Protection Act 1998, the CBBCA is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal data are, or are to be, processed. The CBBCA must ensure that the personal data collected is:

1. Processed fairly and lawfully

The CBBCA will always put its logo on all paperwork, stating its intentions on processing the data and stating if, and to whom, it intends to give the personal data.

2. Adequate, relevant and not excessive

The CBBCA will monitor the data held for its purposes, ensuring it holds neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

3. Accurate and up-to-date

Data held will be as accurate and up to date as is reasonably possible. It is the responsibility of data subjects (voluntary and community group members, volunteers and others) to ensure the data held by the CBBCA are accurate and up-to-date. Individuals should notify the CBBCA of any changes, to enable records to be updated

accordingly. It is the responsibility of the CBBCA to act upon notification of changes to data, amending them where relevant. If a data subject informs the CBBCA of a change of circumstances their record will be updated as soon as is practicable and data no longer required will be deleted or destroyed. The CBBCA shall provide data subjects with opportunities to check their data accuracy and request amendments.

4. Not kept longer than necessary

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of the CBBCA to ensure obsolete data are properly erased.

5. Processed for limited purpose and in accordance with the individual's rights

The CBBCA will not use data for a purpose other than those agreed by data subjects. If the data held by the CBBCA are requested by external organisations for any reason, this will only be passed if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and the CBBCA Data Protection Policy.

All individuals that the CBBCA holds data on have the right to:

- Be informed about any request for the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

6. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data. All computers used by the CBBCA have a log in system and are password protected, which allow only authorised persons to access personal data. Passwords on all computers are changed frequently. When laptop computers are used care is taken to ensure that personal data on screen is not visible to the wider public. All physical personal and financial data is kept in a locked filing cabinet and can only be accessed by authorised persons.

7. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The CBBCA takes particular care to be aware of this when publishing information on the internet, which can be accessed from anywhere in the world. This is because transfer includes placing data on a website that can be accessed from outside the European Economic Area.

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Marianne Sargent
Secretary