

DATA PROTECTION POLICY

Introduction

DADCA holds and processes very limited information about its users (e.g. contact details for hirers of the Hall). When handling such information, those who process or use any personal information must comply with the principles set out in the Data Protection Act 1998 (the Act). These will be dealt with in the following sections.

Definitions

'Processing' refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information.

The nominated person to contact for routine Data Protection issues and for matters of policy, compliance and interpretation of the data Protection Act is the DADCA Chair.

Fair and Lawful Processing

Any information that is collected and stored will be used within the confines of the various laws that apply and will not be altered or distorted in any way.

Specific and Lawful Purpose of Data

Personal data will be obtained for a specific and lawful purpose and will not be processed in any manner incompatible with the purpose. Each section of information is collected for a specific reason. This generic information may be used for multiple purposes, but when information is collected for a specific purpose it cannot then be used for other reasons.

Data will be Adequate, Relevant and not Excessive for the Purpose

Only data relevant to the specific and lawful purpose of the task can be collected; extra data cannot be gathered 'just in case' it comes in useful later. There must be a demonstrable need for that data to be collected.

Accuracy of Data

All reasonable opportunities to update data and ensure its accuracy must be taken before data is used.

DADCA is not responsible for any inaccuracies in its data where it has not been informed of any changes to said data after reasonable attempts to verify data with a User.

Storing of Data

Personal data will not be kept for longer than is necessary. Once you have finished using personal information, it needs to be removed and destroyed where possible. Information can only be kept for as long as it is needed, and not retained 'just in case.'

Processing of Data

Data must be processed in accordance with a data subject's rights. Individuals have rights to allow them to ensure that information about them is not being used for purposes that they are not happy with. If an individual has to legally allow information to be used, then that person has a right to know how it is being used.

Safety of Data

Data must be kept safe from unauthorised processing and accidental loss, damage or destruction. This covers everything from ensuring that you do not share information with those who have no right to it, through to allowing unauthorised people access to a computer where you have personal, confidential or sensitive information or sharing your password with another person, therefore allowing them complete access to all the information that you have).

Transfer of Data

Data must not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

Security of Data

- All personal information will be kept securely
- Personal information will not be disclosed either orally or in writing, accidentally or otherwise to any unauthorized third party.

Rights to Access Information

Users have the right to access any personal data that is being kept about them either on computer or in structured and accessible manual files. Any person may exercise this right by submitting a request in writing in the first instance to the Secretary.

The Data Controller

DADCA is the Data Controller under the Data Protection Act, and the Chair is ultimately responsible for implementation.