

# Organisation:

## Data Protection Policy Statement

### 1. Purpose

To ensure that the organisation applies appropriate measures to comply with the eight principles of the 1998 Act, summarised below and so meet our statutory requirements and mitigate against penalties applied under the Act.

To process data fairly and lawfully.

To obtain data for one or more specific and lawful purposes and to only process data in a manner compatible with them.

- Data must be adequate, relevant and not excessive for the purposes defined.
- Data must be accurate and where necessary kept up to date.
- Data shall not be kept for longer than is necessary.
- Data must be processed in accordance with the data subjects rights.
- Data must be kept secure.
- Data must not be transferred outside the European Economic Area unless there is adequate protection for the rights of data subjects

### 2. Policy Statement

[INSERT ORG] regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with who we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of data protection, as enumerated in the Data Protection Act 1998.

### 3. Specific Responsibilities

There will be a Data Protection Officer (DPO) for [INSERT ORG] who will:

- Maintain a Register of manual personal records and will process records for the National Register of electronic personal records.
- Provide guidance on the responsibilities of the organisation and any specific procedures which need to be followed.
- Arrange for Subject Access Requests to be carried out
- Arrange training courses or events that are required for staff.
- Audit the organisations compliance with this policy and report to the Trustee Board on whether the objectives are being met.
- Have the right to waive the fee for Subject Access Requests.

## **5. Implementation**

The DPO will disseminate guidance and procedures relating to the Act through e-mail or other appropriate means.

## **6. Review**

The DPO will record Subject Access Requests and any complaints in respect of the Act. The resulting information will be reported annually to the Trustee Board with any recommendations for changes to the policy.

The policy must be reviewed 3 months prior to new legislation taking effect or when new elements of the transitional arrangements come into effect.