



## Friends of Par Beach

Working hard for Par Beach and its Environment

### Data Protection Policy

Friends of Par Beach is a privacy conscious organisation and is strongly committed to your right to privacy. Our Data Protection Policy follows guidelines set out in the Data Protection Act 1998.

#### **The Data Protection Act 1998**

The Data Protection Act 1998 sets out rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act 1998 will apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

#### **Storage of Data**

The Data Protection Act states that those who record and process personal information must be open about how the information is used, and must follow the eight principles of 'good information handling'.

These principles state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Personal data will not be transferred outside the European Economic Area unless that country provides an adequate level of protection

#### **Member Details**

In choosing to join Friends of Par Beach, you are consenting to your details being stored on computer and used for administration purposes only.

We make use of members' email addresses to disseminate information. The email mailing list will only be used by Friends of Par Beach Officers for the purpose of keeping members

informed of news and events relative to our organisation. Members are requested to ensure that their email addresses are kept up to date, and can request that their details be removed at any time.

Your contact details will not be passed to third parties without your consent.

Chairman's Signature:

A handwritten signature in blue ink, appearing to read 'John King', written over a horizontal line.

Adopted on:

2<sup>nd</sup> June 2015

Reviewed date:

2<sup>nd</sup> August 2017