



## **National Long Term Survivors Group Personal Data Protection Policy**

**Issue:** 1      **Date:** 17<sup>th</sup> November 2008

### **A. Purpose and Scope**

1. National Long Term Survivors Group (hereafter NLTSG) recognises the need to handle personal data in a professional and legal way.
2. NLTSG recognises that confidentiality and security of data is paramount due to the nature of the business of the charity.
3. The purpose of this policy is to detail how NLTSG will collect, store and otherwise handle personal data.
4. This policy is based on the the eight Data Protection Principles as spelled out in the Charity Commission document OG 58 A3 - 14 February 2002.
5. NLTSG does not “process” data in the sense of the Data Protection act 1998 and therefore does not need a Data Controller and does not need to Notify the Information Commissioner.

### **B. Definitions**

1. Personal data – Any data collected or held by NLTSG that identifies the name, address or other personal details of a member or potential member.

### **C. Principles**

Broadly, the Data Protection Principles are that:

1. Personal data is processed fairly and lawfully.
2. Personal data is obtained for specified and lawful purposes, and is not processed for other purposes.
3. Personal data must be relevant to the purpose for which it was obtained.
4. Personal data must be accurate and kept up to date.
5. Personal data must not be retained unnecessarily.
6. The statutory rights of data subjects (eg access to data) must be respected.
7. The data controller must take appropriate technical and organisational measures against improper processing and the risk of loss or destruction of, or damage to, the data.



8. Personal data are not transferred to a non-EU country unless its law provides comparable civil rights protection.

#### **D. Application to NLTSG**

1. We will only hold personal data with the consent of the member. We will only hold personal data relevant to their membership of NLTSG, typically name, contact details and any special requirement to allow them to attend a weekend.
2. We will not use any personal data for any purpose other than to contact them about NLTSG business. We will not pass on any personal data to any other party.
3. Any member may request to see all personal data that we hold about them at any time.
4. We will endeavour to keep personal data up to date by inviting members to correct any inaccuracies when they see them, typically on a weekend invitation.
5. Any member can ask for their personal data to be removed from all NLTSG records at any time although this would mean that they will no longer receive any communications about NLTSG business.

#### **E. Data storage and retention**

1. The database of the contact details of all members is held by the trustee who handles the bookings. It is his/her responsibility to keep this database up to date.
2. The database must be held in a secure manner to ensure that no other person has access to it, typically by password protection.
3. In line with principle 7 above, one other trustee holds a back-up copy of the membership database on CD. This CD is updated annually with the latest changes to the database. This CD is to be held in a secure place such that no other person has access to it. Out of date versions of this CD must be destroyed in a way such that the data is no longer retrievable.