

Policy Statement:

The Millpool Centre is committed to a policy of protecting the rights and privacy of individuals, volunteer staff, employees, customers and users of the Millpool Centre and/ or persons involved with any projects run and organised by MPC in accordance with The Data Protection Act 1998. The Policy applies to all voluntary and Trust members and staff of the MPC. Any breach of The Data Protection Act 1998 is considered to be an offence and in the event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the MPC, who have to access 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 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 with their consent.

The Act requires us to register the fact that we hold data and to acknowledge the right of 'subject accesses', voluntary workers and staff must have the right to copies of their own data.

Managing Data Protection:

We will ensure that our details are registered with the information Commissioner.

Purpose of data held by the Millpool Centre:

Data may be held by us for the following purposes:

1. Staff administration
2. Fundraising
3. Realising the Objectives of the MPC as a charitable body
4. Accounts and recordings
5. Advertising, Marketing & public relations
6. Information and databank administration
7. Journalism and media
8. Research
9. Volunteers

Data Protection Principles:

In terms of The Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are not to be processed. We must ensure that we have:

1. **Fairly and lawfully processed personal data;**
Will always put our logo on all paperwork, stating their intentions on processing the data and state if, and whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.
2. **Processed for limited purpose:**
We will not use data for a purpose other than those agreed by data subject (voluntary members, staff and others). If the data held by us 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 MPC policy.

3. Adequate, relevant and not excessive:

MPC will monitor the data held for our purposes, ensuring we hold neither too much nor too little in respect of individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. Accurate and up-to-date:

We will provide our members (voluntary members, staff and others) with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable records to be updated accordingly. It is the responsibility of the MPC to act upon notification of changes to data, amending them where relevant.

5. Not kept longer than necessary:

We discourage the retention of data for no longer that it is required. All personal data will be deleted or destroyed by us after a relevant period has elapsed.

6. Processed in accordance with the individual's rights:**All individuals that the MPC hold data on have a right to:**

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

7. 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 MPC computers have a log in system and our contacts database is password protected, which will allow only authorised staff and volunteers to access personal data. Passwords on all computers are changed frequently. All personal data is kept in a locked filing cabinet and can only be accessed by the Trustees and Manager at MPC. When staff are using laptop computers out of the office care should be taken to ensure that personal data on screen is not visible to strangers.

8. 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 MPC takes particular care to be aware of this when publishing information on the internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on the website that can be accessed from outside the European Economic Area.