

LOVER COMMUNITY TRUST DATA PROTECTION POLICY

Lover Community Trust needs to keep certain information about its Trustees, Volunteers and Old School Users to carry out its day to day operations, to meet its objectives and to comply with legal obligations. The organisation is committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. Lover Community Trust is a registered charity. The Registered Charity Number is 1164291.

In line with the Data Protection Act 1998 principles, we will ensure that personal data will:

- Be obtained fairly and lawfully and for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

Lover Community Trust processes the following personal information:

- Trustees / Committee members – Names, addresses and contact details
- Volunteers – Names and contact details
- Old School Users – Names and contact details
- Shop Customers and Participants in events run by the Trust

Lover Community Trust will ensure that:

- Data will not be sold to companies or given to public organisations. Personal data (names, addresses, emails, phone numbers) will only be passed on to a third party with written consent
- Data will be processed for the purposes stated only.
- In the case of contact details, these may be stored for the purpose of informing the community about events, activities etc, but this will not include personal information other than that which has been permitted and an opt-out option will apply.
- Data will be accurate and be kept up to date
- Data will be erased as soon as out of date or when not necessary
- Data will be kept in a safe place and, where relevant, on a computer which is password protected

- The information regarding any individual will be available for them to view on request, without charge, subject to proof of their identity.

Monitoring and Review

The Chairman is responsible for monitoring this policy and ensuring that all Trustees are aware of their responsibilities as outlined in the policy.

Lover Community Trust will oversee, review and update this policy **annually**.

Date approved: **4th February 2019**

Signed _____ Chairman

Signed _____ Secretary

Date of next review: **September 2019**