**Glossop Labour Club Activities for Children and Young People**

**Data Protection Policy**

Statement of General Policy

Glossop Labour Club Activities for Children and Young People respects and understands the need for personal information to be collected, used and stored fairly and lawfully. To that end we will comply fully with all eight principles of Data Protection as outlined in the Data Protection Act 1998. In practice this means:

1. Data must be fairly and lawfully processed

We will generally use the data supplied for the purposes stated at the time of collection. If at any time we wish to use the data for other purposes over and above that stated at the time of collection we will say so in advance, giving sufficient time for anyone to refuse consent.

All collecting, handling and storing of personal data will be done in an open and honest way.

2. Data must be obtained for specified legal purposes only

We will generally only use personal data in order to carry out our activity working with children and young people. Information will not generally be given to third parties.

3. Data must be adequate, relevant and not excessive

We will only ask for and store the information absolutely necessary for the proper maintenance of records and provision of service to participants.

4. Data must be accurate and where necessary up to date

We will check on a regular basis that information is up to date.

Anyone is entitled to see a copy of the personal information held about them at any time.

5. Data must not be kept longer than necessary for the purpose for which it was originally processed

If you tell us you do not wish us to hold your data any longer we will remove and destroy all information within 28 days of receiving the request.

6. Data must be processed in accordance with the data subject’s rights

We will comply with all relevant legislation. You have the right to:

- Opt out of receiving any communications from us at any time.

- Request a copy of all personal information held about you.

- Ask us to remove your personal information at any time

7. Data must be secure against unauthorised or unlawful processing, or accidental loss, destruction or damage

Access to records will be restricted to those who have a legitimate reason to access it relating directly to Glossop Labour Club Activities for Children and Young People or enforcement of relevant legislation.

8. Data must not be transferred outside the European Economic Area unless that county has adequate protection

We will not allow data to be sent to countries with inadequate standards of data protection.