



Version history	
Created	5 June 2018
Reviewed and confirmed by Directors	29 October 2019

Transition Town Worthing CIC Basic Data Protection Policy

Scope

This policy applies to all directors, employees and volunteers and includes all projects for which Transition Town Worthing CIC (TTW) either has overall management responsibility, which operate under our insurance policy or which are operating under the TTW 'umbrella'. This policy should be supplied to anyone under the above categories so that they understand their responsibilities under it.

Personnel Records

All personnel records are kept securely and accessed only with authority from the Chairperson. Personal details of service users of any of our projects, any staff, volunteers and / or Directors such as home addresses and telephone numbers should not be divulged to anyone without prior permission of the person(s) concerned.

Other Information

Other information gleaned in the course of our work will only be divulged on a need to know basis and in accordance with the Data Protection policy outlined below.

Compliance with data protection principles

Staff and volunteers processing personal data must comply with the eight enforceable principles of good practice. In brief, these state that data must be

- Fairly and lawfully processed
- Obtained for specified and legal purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Kept secure

- Not transferred to non-EU countries unless that country has equivalent level of data protection

Disclosure

Personal and other data obtained and processed by TTW or its projects is confidential intellectual property. Personal data will only be disclosed with the consent of the data subject or as permitted by the Data Protection Act 1998. Any requests for information intended for retention in databases will be subject to Intellectual Property rights and will seek the data subjects consent to the information being retained.

Individual staff members may be personally liable for breaches of the Act if they act outside their authority in disclosing personal information or data held on databases.

Non-compliance

Failure to comply with this policy may result in disciplinary action.