

Personal data held in both manual and computer records in the office are subject to compliance with the Data Protection Principles, as set out in the Data Protection Act 1998.

These principles are that data is:

- fairly and lawfully processed and only processed if conditions set out in the legislation are met;
- processed only for specified particular purposes and not further processed for any other incompatible purposes;
- adequate, relevant and not excessive for the purposes for which they are held;
- accurate and kept up to date where necessary;
- not kept longer than necessary for the purpose;
- processed in accordance with the data subject's rights;
- kept with appropriate security measures against loss, destruction or unauthorised use;
- not transferred to countries outside the European Economic Area without adequate protection (publication on the world wide web is automatically regarded as an overseas transfer).

In order to comply with these principles, the Organisation has put in place the following system for handling personal data:

All staff members and volunteers are given a copy of this policy and have the right to request to see a full description of the manual and computer records held on them (*where this data relates to them specifically*). Requests for access must be made in writing and addressed to the Senior Volunteer Co-ordinator

Under the provision of the Data Protection Act, the Centre reserves the right to make a charge of up to £10.00 for providing access to this information – however we do not anticipate that this charge will usually be made. All requests will be answered within 28 days.