



Data Protection Policy

Laurence-Moon-Bardet-Biedl Society

The Society is required to process relevant personal data regarding members, trustees and other volunteers as part of its operation and shall take all reasonable steps to do so in accordance with the Data Protection Principles contained in the Data Protection Act 1998. The Society is registered with the Data Protection Commissioner.

The Principles

The Society shall as far as is reasonably practicable ensure all data are: -

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

Personal Data

Personal data includes information such as name and address and may also include information about health and family.

Processing of Personal Data

Any personal data will remain confidential and will only be disclosed to third parties with the consent of the individual.

Rights of Access to Information

Individuals have a right of access to information held by the Society. Any individual wishing to access his/her personal data should make a request in writing to the Secretary. The Society will endeavour to respond to any such written requests as soon as is reasonably possible.

Accuracy

The Society will endeavour to ensure that all personal data held in relation to members, trustees and other volunteers are accurate. Individuals must notify the Secretary of any changes to information held about them. An individual has the right to request that inaccurate information about them be erased.

Data Protection Controller

The Society has appointed Julie Sales, Secretary, as Data Protection Controller, who will endeavour to ensure that all personal data are processed in compliance with the principles of the Data Protection Act as stated on the previous page.

Enforcement

If anyone believes that the Society has not complied with this Policy or acted in accordance with the Data Protection Act, the individual should inform Phil Humphries, Chairman, and should also notify the Data Protection Controller appointed by the Society.

Information Security Policy

Personal data can only be disclosed to authorised persons on a need to know basis and with the consent of the individuals concerned. All data will be stored by named trustees in their homes and will only be accessible to authorised personnel. All information kept on authorised computers will be password-protected. Back-up copies of information stored on computers will be made regularly and will be kept off-site in a secure place. Personal and sensitive personal data will only be kept as long as is necessary. All personnel involved in any way with the handling of personal and sensitive personal data will be compliant with the Society's data protection policies, security systems and procedures. All breaches of security will be investigated should they occur.

Agreed by the Trustees of the Laurence-Moon-Bardet-Biedl Society on:

11th June 2009