

Dunfermline Trondheim Twinning Association Data Protection Policy

What is Data Protection Legislation ?

The General Data Regulation Legislation which comes into force in May 2018 is legislation relating to the Processing of Personal Data. The aim of the Legislation is to ensure that personal data is used fairly and lawfully and that where necessary the privacy of individuals is respected.

The processing of data includes obtaining, holding, maintaining, storing, erasing, blocking and destroying data. Personal data is data relating to a living individual, which allows them to be identified. It can be factual (for example a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour. Some examples of personal data are names, addresses and any recorded data such as emails and photographs.

The Principles of Data Protection

1. Data must be obtained and used fairly and lawfully.
2. Data must be obtained for specified lawful purposes and used only for those purposes;
3. Data collected must be adequate, relevant and not excessive for those purposes;
4. Data must be accurate and kept up to date;
5. Data must not be kept for any longer than required for those purposes;
6. Data must be protected by appropriate technical or organisational measures against unauthorised access, processing or accidental loss or destruction

Data Security

The Association will take appropriate steps to guard against unauthorised or unlawful processing of data. Written records and computer files relating to members or others will be kept secure.

The procedures will be regularly monitored and reviewed to ensure data is being kept secure.

Where personal data needs to be deleted or destroyed adequate measures will be taken to ensure data is properly and securely disposed of. This will include destruction of computer files and written records.

All data will be stored in a secure location and precautions will be taken to avoid data being accidentally disclosed.

Data will only be shared with another organisation if permission has been obtained from the data subject.

The Association will not normally request sensitive data, but in the event that such information is collected the Association will do its best to identify it on collection so that proper safeguards can be put in place.

The Rights of Individuals

The Legislation gives individuals the right to know what data is held about them and what it is used for. There is also a right to have any inaccuracies in data corrected or erased. Individuals also have the right to prevent the processing of their data for direct marketing purposes. The ICO, the UK's independent authority set up to uphold information rights in the public interest, regards 'marketing' as any activity which promotes an organisation's aims and ideals.

Any request for access to data about an individual (the data subject) should be made to DTTA Convenor or Secretary in writing. In accordance with the Legislation the Association will ensure that written requests for access to personal data are complied with within 30 days of receipt of a valid request.

When a written request is received the individual will be given a description in intelligible form of

- the personal data
- the purposes for which it is being processed,
- those people and organisations to whom the data may be disclosed

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Convenor or Secretary of Dunfermline-Trondheim Twinning Association.

Dunfermline-Trondheim Twinning Association reserves the right to change its Data Protection Policy at any time and will notify data subjects of changes by mail or email.