

Policy Statement

The Brookwood and Bridley Neighbourhood Forum (BBNF) collects and uses information about people with whom it communicates.

This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

The BBNF regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain the confidence of those with whom it deals.

To this end the BBNF fully endorses and adheres to the Principles of Data Protection, as set out in the Data Protection Act 1998.

Purpose

The purpose of this policy is to ensure that the personnel of the BBNF are clear about the purpose and principles of Data Protection and to ensure that it has guidelines and procedures in place which are consistently followed.

Failure to adhere to the Data Protection Act 1998 is unlawful and could result in legal action being taken against the BBNF or its personnel.

Principles

The Data Protection Act 1998 regulates the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin the Act. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this the BBNF follows the eight Data Protection Principles outlined in the Data Protection Act 1998, which are summarised below:

- I. Personal data will be processed fairly and lawfully
- II. Data will only be collected and used for specified purposes
- III. Data will be adequate, relevant and not excessive
- IV. Data will be accurate and up to date
- V. Data will not be held any longer than necessary
- VI. Data subject's rights will be respected
- VII. Data will be kept safe from unauthorised access, accidental loss or damage
- VIII. Data will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The principles apply to “personal data” which is information held on computer or in manual filing systems from which data subjects are identifiable. The BBNF's personnel who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

Procedures

The BBNF as a body is a DATA CONTROLLER under the Act, and the Management Committee is ultimately responsible for the policy's implementation.

The following procedures have been developed in order to ensure that the BBNF meets its responsibilities in terms of Data Protection.

Data records

Purposes

The BBNF obtains personal data (such as names, addresses, phone numbers and email addresses) from members and others. This data is obtained, stored and processed solely to assist personnel in the efficient running of the BBNF. Personal details supplied are only used to send material that is potentially useful. Most of this information is stored on the BBNF's database.

Consent

Written consent is not requested as it is assumed that the consent has been granted when an individual freely gives their own details.

Personal data will not be passed on to anyone outside the BBNF without explicit consent from the data owner unless there is a legal duty of disclosure under other legislation, in which case the Secretary will discuss and agree disclosure with the Chair.

Access

Only the BBNF's personnel will normally have access to personal data.

All personnel are made aware of the Data Protection Policy and their obligation not to disclose personal data to anyone who is not supposed to have it.

Information supplied is kept in a secure filing, paper and electronic system and is only accessed by those individuals involved in the running of the BBNF.

Information will not be passed on to anyone outside the BBNF without their explicit consent, excluding statutory bodies e.g. the Inland Revenue.

Individuals will be supplied with a copy of any of their personal data held by the BBNF if a request is made. This request will be subject to an administration fee of £10.

All confidential post must be opened by the addressee only.

Accuracy

The BBNF will take reasonable steps to keep personal data up to date and accurate.

Personal data will be stored for as long as the individual continues to be a member and normally longer. Where an individual ceases to be a member and it is not deemed appropriate to keep their records, their records will be destroyed. However, unless we are specifically asked by an individual to destroy their details, we will normally keep them on file for future reference.

If a request is received from a member to destroy their records, we will remove their details from the database and request that all personnel holding paper or electronic details for the member destroy them. This work will be carried out by the Information Officer.

This procedure applies if the BBNF is informed that a member has passed away.

Storage

Personal data may be kept in paper-based systems and on a password-protected computer system. Paper-based data are stored in organised and secure systems.

Use of Photographs

Where practicable, the BBNF will seek consent of members / individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the BBNF will remove any photograph if a complaint is received. This policy also applies to photographs published on the BBNF's website or in the Newsletter.

Responsibilities of personnel

During the course of their duties with the BBNF, personnel will be dealing with information such as names/addresses/phone numbers/e-mail addresses of members. They may be told or overhear sensitive information while working for the BBNF. The Data Protection Act (1988) gives specific guidance on how this information should be dealt with. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Personnel, paid or unpaid must abide by this policy.