



# **DATA PROTECTION POLICY**

## **Policy Statement**

The Outdoors Group Ltd is committed to a policy of protecting the rights and privacy of individuals, volunteers, staff and others in accordance with The Data Protection Act 1998. The policy applies to all staff, participants and volunteers at The Outdoors Group Ltd. Any breach of The Data Protection Act 1998 or The Outdoors Group Ltd Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with The Outdoors Group Ltd, and who have access to personal information; will be expected to have read and to comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

## **Legal Requirements**

Data is protected by the Data Protection Act 1998, which came into effect on 1 March 2000. It's purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and; wherever possible, is processed with their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – staff, participants and volunteers have the right to copies of their own data, which may be requested in writing from The Outdoors Group Ltd.

## **Managing Data Protection**

We will ensure that our details are registered with the Information Commissioner. A certificate to this effect is held by The Outdoors Group Ltd and is available upon request.

## **Purpose of data held by the Company**

Data may be held by us for the following purposes:

- Staff Administration
- Fundraising
- Realising the Objectives of a Charitable Organisation or Voluntary Body
- Accounts & Records
- Advertising, Marketing & Public Relations
- Information and Databank Administration
- Journalism and Media
- Processing for Not For Profit Organisations
- Research
- Volunteers

# Data Protection Principles

In terms of the Data Protection Act 1998, The Outdoors Group Ltd is the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. The Outdoors Group Ltd must ensure that the company has:

## **1 Fairly and lawfully processed personal data**

The Outdoors Group Ltd always puts a logo on paperwork, stating the company intentions on processing the data and state if, and to whom, the company intends to give the personal data. They will also provide an indication as to the duration the data will be kept.

## **2 Processed for limited purpose**

The Outdoors Group Ltd will not use data for a purpose other than those agreed by data subjects. If the data held by The Outdoors Group Ltd is requested by external organisations for any reason, this will only be passed on if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and The Outdoors Group Ltd Data Protection Policy.

## **3 Adequate, relevant and not excessive**

The Outdoors Group Ltd will monitor the data held for company purposes, ensuring neither too much nor too little data is held in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

## **4 Accurate and up-to-date**

The Outdoors Group Ltd will provide members with a copy of their data upon written request being lodged with The Outdoors Group Ltd, or at such times as The Outdoors Group Ltd is required to update information held. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by The Outdoors Group Ltd is accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained is accurate. Individuals should notify The Outdoors Group Ltd of any changes, to enable records to be updated accordingly. It is the responsibility of The Outdoors Group Ltd to act upon notification of changes to data, amending them where relevant.

## **5 Not kept longer than necessary**

The Outdoors Group Ltd discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by The Outdoors Group Ltd after the legal statutory period has elapsed.

## **6 Processed in accordance with the individual's rights**

All individuals that the The Outdoors Group Ltd hold data on have the right to:

- Be informed upon the request of all the information held about them within one month.

- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

## **7 Security of Data**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

The Outdoors Group Ltd computers have a log in system and our Contact Database is password protected, which allow only authorised staff to access personal data. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the Executive officers and authorised administration staff. When staff members are using the laptop computers out of the office, care should always be taken to ensure that personal data on screen is not visible to strangers.

## **8 Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Outdoors Group Ltd takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere on the globe. This is because transfer includes placing data on a website that can be accessed from outside the European Economic Area.

*Date created: 1<sup>st</sup> September 2017*

*Signature of Director or Company Secretary:*



*Name: Shevek Pring*

*Review date set: 1<sup>st</sup> September 2018*

*Reviewed by:*

*Amended / updated?      yes / no*

*Brief explanation of changes:*

*Signature of Director or Company Secretary:*

*Name:*

*New Review date set:*

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