



Data Protection Statement

Data Protection covers any form of personal information regarding living individuals. This information, whether it is on paper or in electronic format, has legal protection under the Data Protection Act 1998. Some categories of personal information are exempt from sections of the Act, and some highly sensitive data is given added protection.

The Act contains eight basic principles regarding personal data. It has to be:

- Fairly and lawfully processed (stored, used, destroyed)
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and where necessary kept up to date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries outside the EEA without adequate protection

If you are the subject of personal data held by the Charity, then you have the right not only to expect that we in the Charity are giving it due protection, but also to know what that information is. You can, if you wish, make a Subject Access Request, which we then respond to within 40 calendar days. You will have to put this request in writing, proving your identity and address (so that personal information does not go astray).

Access to Personal Information

Under the Data Protection Act 1998, individuals have a right of access to their personal information; this is known as a Subject Access Request. Subject to certain exemptions, you have the right to be told whether any information is held about you and a right to a copy of the information.