

COMMUNITY CABIN

DATA PROTECTION POLICY

Principles

Data users must comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

- Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)
- Be held only for specified purposes
- Be adequate, relevant but not excessive
- Be accurate and kept up to date.
- Be held for no longer than necessary
- Be accessible to data subjects.
- Be subject to the appropriate security measures.
- Not be transferred outside the EEA (European Economic Area)

All those who process, or use personal data must ensure that they abide by these principles at all times.

Information Commissioners Office Registered

COMMUNITY CABIN collects and uses information about staff, clients, volunteers, referrers, donors, contracted workers and others and is registered as a data user under the Data Protection Act 1998.

Communication

COMMUNITY CABIN will communicate with those they keep information about by telephone, letter, email or other reasonable means. Anyone has the right to ask for a copy of the information the Trust holds about them, to have any inaccuracies corrected, and to tell us in writing if you do not wish to receive further correspondence from us by mail, telephone, email or other means.

Security & Confidentiality

The information which is collected and supplied will be used by COMMUNITY CABIN in relation to the services the Trust provides to clients. The Trust has confidentiality policy and procedures which will be followed by all staff, volunteers and contracted workers.

All staff are responsible for ensuring that any personal data they hold, whether in electronic or paper format, is kept securely; and that personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

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Date Reviewed