



## DATA PROTECTION POLICY

REACH Wokingham will fully comply with the current data protection law and data protection principals, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals rights
- Kept secure
- Not transferred without adequate protection

REACH Wokingham recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The membership database will be held on a system with encrypted access and not shared or sold to any other parties.

The membership database may only be held by named members of the Management Committee or staff who have signed this form.

I agree to abide to the principles and rules of this policy.

Name	Signed	Date

Policy Agreed: 18<sup>th</sup> April 2018

Policy Review Date: April 2019