



Data Protection Policy

Tyndale Arts week needs to keep certain information on its members to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers all TAW team members and anyone who may handle TAW membership information.

Definitions

In line with the Data Protection Act 1998 principles, TAW will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

1. **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
2. **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
3. **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.
4. **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data.
5. **Stewardship:** Those collecting personal data have a duty of care to protect this data throughout the data life span.

Type of information processed

TAW processes the following personal information:

- Names of members
- Addresses of members
- Email address of members
- Telephone numbers
- Date membership fee paid

Personal information is kept in the following forms:

- Saved on a spreadsheet
- Saved as a contact within Gmail

Groups of people within the organisation who will process personal information are:

- TAW committee members
- TAW Web Editor

Responsibilities

Under the Data Protection Guardianship Code, overall responsibility for personal data in a voluntary organisation rests with the governing body. In the case of TAW, this is the committee members.

The governing body delegates tasks to the Chair as Data Controller. They are responsible for:

- understanding and communicating obligations under the Act
- identifying potential problem areas or risks
- producing clear and effective procedures

All committee members who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

Policy Implementation

To meet our responsibilities committee members will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

Gathering and checking information

- Before personal information is collected, we will consider: what is the bare minimum information we need in order to function and keep people notified.
- We will inform people whose information is gathered what information we capture and why we hold it.
- Any changes requested will be actioned promptly.

Data Security

The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- Restricting access to the online contact list to only relevant people. i.e committee members and web director
- Basic contact details will only be shared with members of TAW in order to facilitate participation in the event.

Any unauthorised disclosure of personal data to a third party by a committee member may result in that person being expelled from the organisation.

Subject Access Requests

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing by email to TAW, or they may approach any committee member to request this.

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request