

Louth Naturalists' Antiquarian & Literary Society
Data Protection Guidance.

What is data?

Records relating to individuals that are held in a sufficiently systematic, structured way to allow ready access to specific information about those individuals. This includes non-automated records that are structured in a way which allows ready access to information about individuals. Data is information that is held on computer or is intended to be held on computer or other device, therefore data is information recorded on paper if you intend to put it on computer or device.

Who and what is covered?

Job applications and CVs, Payroll information

Volunteers' details

Members' details

Case notes for service users, clients and other beneficiaries

Personal information on donors

Health information for staff, volunteers and trustees

Our guiding principles.

We are Transparent – ensuring all individuals have a very clear and unambiguous understanding of the purpose(s) for collecting the data and how it will be used.

We obtain Consent – at the time that the data is collected, individuals must give their consent to their data being collected, and also at this time, have the opportunity to opt out of any subsequent uses of the data.

The Act Demands

1. *Personal data shall be processed fairly and lawfully.*
2. *Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or other purposes.*
3. *Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.*
4. *Personal data shall be accurate and, where necessary kept up to date (with every reasonable step being taken to ensure that data that are inaccurate or incomplete, having regard to the purpose(s) for which they were collected or for which they are being further processed, are erased or rectified).*
5. *Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.*
6. *Personal data shall be processed in accordance with the rights of data subjects under this Act.*
7. *Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.*

Members' details will be processed fairly and lawfully and in accordance with the Society's legitimate activities.