



DATA PROTECTION POLICY

Derbyshire Parent Carer Voice will fully comply with the Data Protection Act 1998 and Data Protection principles. In accordance with this we:

- Use personal information fairly and lawfully
- Collect only the information necessary for specific purposes
- Ensure it is relevant accurate and up to date
- Only hold as much information as we need, only for as long as we need it
- Allow the subject of the information to see it on their request
- Keep it secure

Derbyshire Parent Carer Voice recognises 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.

The membership database may not be e-mailed under any circumstances and will be held on a system with encrypted access.

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

Information stored on a laptop or mobile device will not be left unsecured at any time, and encrypted access will be enabled to ensure this.