

# ROYAL SCOTTISH COUNTRY DANCE SOCIETY - BRISTOL

Registered Charity No. 1059608

website: [www.rscdsbristol.info](http://www.rscdsbristol.info)

## PrivacyPolicy

**Objective:** To ensure personal details of members or other personal contacts remain confidential and are kept solely for the purpose of providing RSCDS information.

### Compliance with the Data Protection Act 1998

Data controllers (in our case **RSCDS BRISTOL**) must comply with the provisions of the 1998 Act even if they are exempt from notification.

There are eight data protection principles. In summary, they require that data shall be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights,
7. secure; and
8. not transferred to countries outside the EEA without adequate protection. (ICO. 2007)

### Exemption from Notification under the DTA 1998

- Not-for-profit organisation

### Process

1. Personal information must be stored securely (electronic and/or paper systems)
2. Personal information must not be passed to a third party without the data subjects' (written or verbal) consent.
3. Information sent by electronic means must be sent initially to the relevant branch email (e.g. [secretary@rscdsbristol.info](mailto:secretary@rscdsbristol.info)), with 'blind-copy' to membership.
4. Committee members may have access to personal data on request.
5. Personal data will be held by the Membership Secretary, Honourary Treasurer, other identified person/s for specific purposes (e.g. residential weekends, beginners' class teachers, promotional activity) People can opt-out of receiving branch communications and are requested to advise the Membership Secretary accordingly.
6. Retention of personal information – personal information must not be kept after the relationship between the organisation and the data subject ends, unless for as long as is necessary for purposes of advertising, marketing or public relations. (ICO 2007)
7. Personal information may be retained for specific activities (e.g. advertising, organisation's activities).
8. A list of past members may be retained, BUT not personal details, for archive purposes.

### Date Adopted:

### Document Review

Our policy for regular review is to maintain a separate document detailing:

- Review timing requirements
- Each of our policies and the date it was adopted
- The date each policy was last reviewed

## **Glossary**

**Personal Information** – means information, which relates to a living individual who can be identified from that information. It is also any other information, which is in the data controller's possession or that is likely to come into their possession.

**Processing** – means obtaining, recording or holding the data or carrying out any operation or set of operations on that data.

**Data Controller** - means a person, who (either alone, jointly or in common with others) decides how or why any personal information is to be processed.

**Data Processor** – only process personal information in-line with instructions from the data controllers.

**Not-for-profit Organisation** – processing is only for the purposes of establishing or maintaining membership or support of a body or association not established or conducted for profit, or providing or administering activities for individuals who are either members of the body or association or have regular contact with it.

This exempt purpose may be used by some small clubs, voluntary organisations, church administrations or some charities.

## **Reference**

Information Commission's Officer (2007) Data Protection. Notification exemptions: A self-assessment guide.