



The Nidderdale Plus Partnership Company No 5331403; Registered charity number: 1163998

## **DATA PROTECTION POLICY**

The Board and staff of the Nidderdale Plus Partnership are committed to ensuring compliance with the General Data Protection Regulation 2018 which aims to promote high standards in the handling of personal information and so protect the individual's right to privacy and are registered with the Information Commissioner. This policy reflects all personal information of living people held by Nidderdale Plus in an electronic format and, in some cases, on paper, for example name, address, date of birth, opinions about the individual or any other information from which the individual can be identified. The policy will also recognize the importance of gaining consent when obtaining and processing personal information.

Nidderdale Plus trustees, staff, and volunteers will follow the eight data protection principles of good information handling.  
All personal information will be:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic Area unless the information is adequately protected

Nidderdale Plus will only process personal information for core business purposes, such as our own marketing, staff and volunteer administration and accounting.

A Data Privacy Notice has been written and will be displayed on our website and a copy will also be displayed in our front office. All staff, volunteers and customers both current and future will be provided with a copy upon request.

Nidderdale Plus is aware that individuals have a right under the General Data Protection Regulation 2018 to get a copy from us of the information we hold about them on computer and in some manual filing systems. This is known as right of subject access. Nidderdale Plus will respond promptly to any such request, within one month from the date of request. We normally would not make a charge but may charge a fee of £10 for responding to the request if it was considered manifestly unfounded or excessive.

This policy will be monitored and reviewed by the trustees on an annual basis. A copy is available in our office and to our partner organisations, as required.

Signed.....Chair, Board of Trustees

Date.....

Policy dated: July 2016  
Review date: July 2017  
Review date: May 2018

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is a wholly-owned subsidiary of The Nidderdale Plus Partnership