

## Data Protection Policy

Abbotsmead CDC complies with the Data Protection Act 1998.

The Data Protection Act was introduced to ensure that information held on computers about individuals is not misused. All data users MUST register with the Data Protection Registrar. This registration describes the data, the purpose for which it is being held, where the data has come from, to whom it is passed on and an address to which people may write to and find out what information is held on them. The main principles of data protection, which must be followed by data users, are as follows:-

All information is obtained fairly and lawfully.

Used only for the purposes for which it was originally obtained.

The information is adequate and relevant for those purposes.

The information should be accurate and regularly updated.

The information should not be kept any longer than necessary.

The information should be kept in a secure place.

Any individual has the right to be given a copy of any information about them on computers. This can be obtained by making a formal request to the organisation concerned.