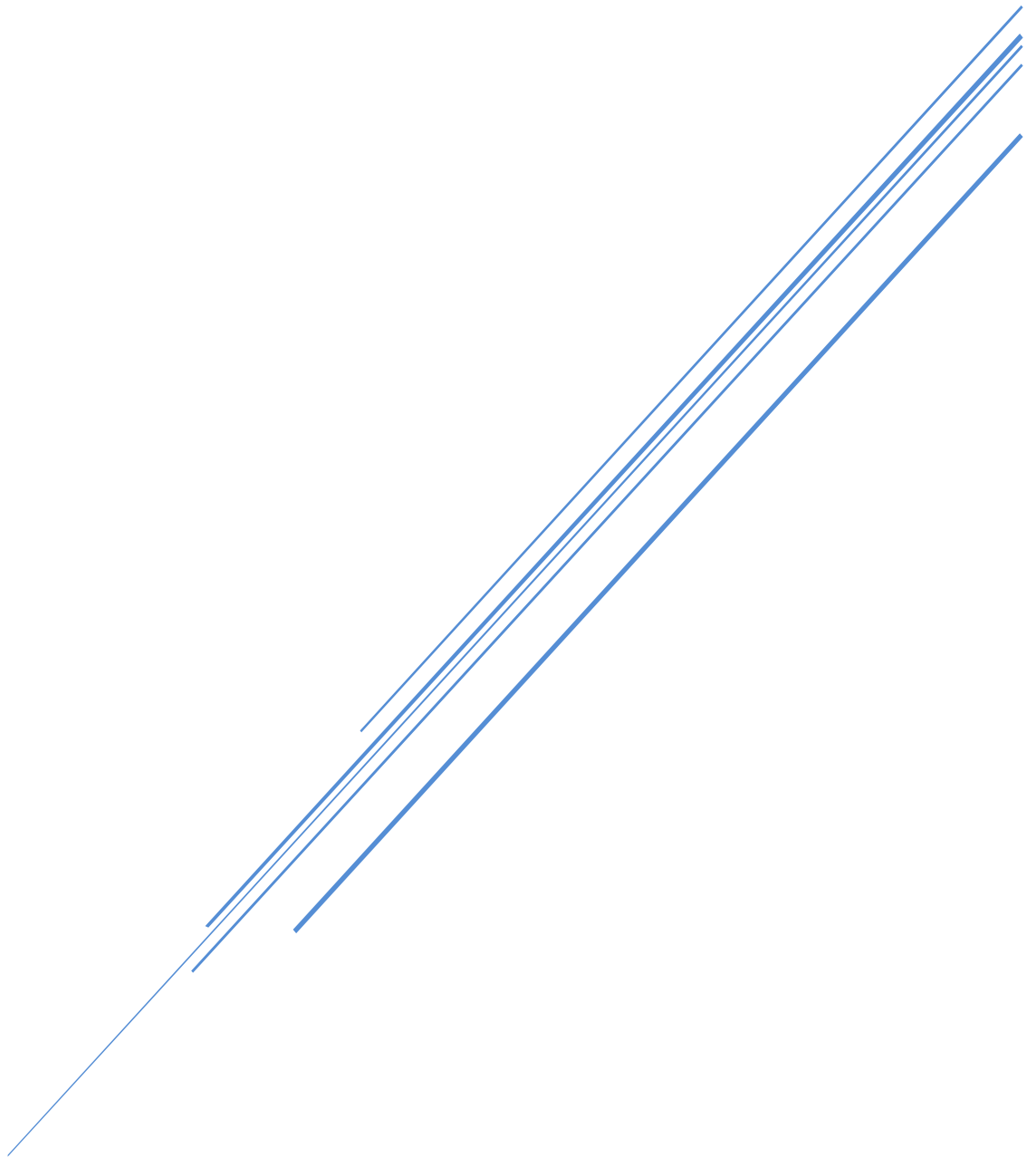


SOUTHWARK INDEPENDENT VOICE

DATA PROTECTION POLICY



Contact Details:

Email: info@southwarkiv.co.uk

Telephone: 07543 395687

SOUTHWARK INDEPENDENT VOICE (SIV) DATA PROTECTION POLICY

Southwark Independent Voice (SIV) will fully comply with the Data Protection Act 2018 and Data Protection principles, which states that information must be:

- all management committee members are data control
- if we seek anyone to analyse data, we will have prior written agreement
- used fairly, lawfully and transparently
- used for specified explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Southwark Independent Voice (SIV) 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 specified permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

Personal data such as images of members of the forum and/or their children, whether in still photographs or moving film images require prior consent from the individuals.

This will be obtained in order to process (capture and use) the images fairly and lawfully.

The membership database may not be emailed 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 Committee or staff who have signed this form.

I/we agree to abide to the principles and rules of this policy.

Signed: Nicky Rolfe

Date: 02/05/2019

Name and Position: Nicky Rolfe Chair of Southwark Independent Voice

Review by: November 2019 and then annually.