



Data Protection Policy

This policy is intended to cover the Data Protection responsibilities of Natural Kirklees towards its volunteers and members.

Background

The Data Protection Act 1998 regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of this information, and covers computerised records as well as paper filing systems. Data users must comply with the data protection principles of good practice which underpin the Act. Personal data must be:

- obtained and processed fairly and lawfully
- held only for specified purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept longer than necessary
- processed in accordance with the Act
- kept secure and protected
- not transferred to countries without adequate data protection.

It is the policy of Natural Kirklees that all personal data will be held in accordance with the principles and requirements of data protection and other relevant legislation, and that procedures will be put in place to ensure the fair processing of data subjects. Natural Kirklees trustees or other agents appointed by and in turn advised of their appointment to member groups representatives, who process, or use personal data must ensure that they abide by these principles at all times.

Natural Kirklees is the data controller under the Act and is therefore ultimately responsible for implementation. Relevant data protection issues will be included in all induction and training.

Information held by Natural Kirklees

- Information held by Natural Kirklees relates to voluntary organisations and individuals who are members to support, assist, provide services to, and work within or alongside our organisation.
- Natural Kirklees will ensure that individuals know enough about how information held about them is used or disclosed. Information held about individuals will only be collected and recorded with good reason. It will be stored securely and for only as long as required.

Natural Kirklees Data Protection Policy

- Relevant data protection issues will be included in all induction and training.
- Natural Kirklees will not give out information about any individual over the telephone or by e-mail unless it is satisfied that the individual knows that this type of disclosure may be made and/or the information is already in the public domain (or that there is an over-riding reason for the disclosure such as safeguarding the wellbeing of a adult, child or young person).
- No details of individuals will be passed to other organisations for marketing, fundraising or circulating information unless consent has been obtained and the individual given the opportunity to opt-in or opt-out.
- The Natural Kirklees web site will not contain any personal data that is not absolutely necessary. Where information is captured on the web site, a clear policy statement will be provided, and no personal data will be captured without the knowledge of the data subject.
- Photographs, recordings, videos or DVDs in which any vulnerable adults, children or young people can be identified will only be used with explicit written consent from carers, parents or guardians.
- Any databases containing contact information will be stored on one computer and backed up on a Cloud storage facility. Access to the cloud will be password protected and access restricted to trustees and specific external agents who are undertaking work on behalf of Natural Kirklees and only where necessary in the course of their roles. Computer files containing sensitive information about individuals will be password protected, accessible only to relevant trustees and authorised external agents.
- Information no longer required will be disposed of appropriately.
- Manual files containing sensitive information about individuals will be accessible only to relevant trustees.



Signed

Ed Day – Chair of the Trustees

Policy Date – 4th June 2025

Review Date September 2026