

Data Protection Policy

Three Towns Growers, Elm Park Community Gardens & Allotments, Park View, Ardrossan, KA22 7BJ.
SC047569

1. Introduction

The Data Protection Act covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.

The Act is based on the right of the individual (the Data Subject) to know what information is being held about them, and how the information will be used. The Act sets out principles to ensure that personal data is:

- processed fairly and lawfully
- obtained only for specified purposes
- relevant to the purposes for which it is processed
- accurate and kept up to date
- not kept for longer than is necessary
- processed according to the rights of the Data Subject under the Act
- protected against unauthorised processing, accidental loss or damage
- not transferred to areas outside of the European Union (including via websites)

Three Towns Growers holds personal information on trustees, volunteers, members and service users.

Three Towns Growers seeks to comply with both the letter and the spirit of the Act.

2. Scope of the policy

- Trustees, volunteers, members and service users' personal records will be kept at Three Towns Growers premises at Elm Park Community Gardens & Allotments in accordance with its procedures
- Three Towns Growers trustees and volunteers, other than the Secretary and Chair in the course of their duties, do not have access to information on other trustees, volunteers, members or service users.
- When Trustees, volunteers, members and service users leave, all personnel documents will be kept in accordance with Three Towns Grower's procedures
- Trustees, volunteers, members and service users have the right to see the information held on them by Three Towns Growers. Requests should be in writing to Secretary and Three Towns Growers will provide a copy of the information within two weeks of receiving the request. No charge is made.
- Information about individuals will not be disclosed to any third party outside of Three Towns Growers without the permission of the individual.

- Where photographs of staff and/or volunteers are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for a specified length of time.

This policy is to be read in conjunction with the following policies/documents:

- Computer Use, Internet & Email Guidance and Policy
- Confidentiality Policy

Review date: 6th April 2019