

# Wakefield Gilbert and Sullivan Society

## Data Protection Statement

The 1998 Data Protection Act (DPA) applies to all personal data held by The Society. It establishes a framework of rights and duties which are designed to safeguard personal data. The Society takes Data Protection seriously, and understands the requirement to meet the responsibilities of the DPA.

The Society needs to hold personal data about its associates to be able to contact them and to keep records about their subscriptions and insurance. By 'associate' we mean anyone who chooses to be associated with us, rather than being paid.

The Society has a Data Protection Policy and will abide by it.

### Our Policy Principles

- Data will only be used to administer and market The Society.
- We will not use our data in any way which might adversely affect the individuals about whom we hold data.
- The Society will only hold the minimum amount of personal information necessary.
- Personal information will only be kept as long as it is needed.
- We will not collect sensitive personal information.
- We will not release personal data to any third party without the express permission of the associate. We will not share our lists of data.
- Data will be accessed on a "need to know" basis only, usually by committee members.
- We are committed to ensuring that, in principle, associates are aware that their data is being processed and: a) for what purpose it is being processed, b) what types of disclosure are likely; and c) how to exercise their rights in relation to the data.
- This policy will be reviewed every three years.

To see a complete copy of the DPP, please contact the Chairman:

Gordon Fawcett

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**Data Protection Policy prepared by: Wakefield Gilbert and Sullivan Society Committee**

Signed: .....Gordon Fawcett.....(Chairman)

Date:.....18 November 2010.....