

Data Protection Policy & Procedure

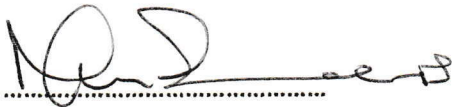
Policy

- Data will only be used to inform members of matters in which DLPS is directly involved.
- Data not pertaining to existing members will be deleted from computer after 3 years, unless legally required to be kept (e.g. Gift Aid forms for 6 years)
- Duplicate data sets will not be held on computer.
- Until renewal forms are received data is being held under the 'legitimate interest' that DLPS is required to notify its members of the AGM.

Procedure

- Carry out Data Audit and kept up to date.
- Erase members data from computer files if they have ceased to be members for 3 years (unless legally required to do hold for longer – e.g. Gift Aid returns)
- Destroy data held on computer under legal requirements once time period has elapsed.

Signed – 14th May 2018

A handwritten signature in black ink, appearing to be 'M. J. ...', written over a horizontal dotted line.

Chairman