



# TAMESIDE AND GLOSSOP BRANCH

*(We receive no state aid and depend on voluntary contributions and bequests)*

**Registered Charity Number: 232260**

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## **Data Protection Policy Statement.**

RSPCA Tameside and Glossop is committed to meeting its obligations under the Data Protection Act of 1998. RSPCA Tameside and Glossop will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law. RSPCA Tameside and Glossop will only use data in ways relevant to carrying out its legitimate purposes and functions as a charity in a way that is not prejudicial to the interests of individuals.

RSPCA Tameside and Glossop will take due care in the collection and storage of any sensitive data. RSPCA Tameside and Glossop Trustees and other volunteers will do their utmost to keep all data accurate, timely and secure.

All RSPCA Tameside and Glossop's Trustees and other volunteers, must be aware of the requirements of the Data Protection Act when they collect or handle data about an individual. RSPCA Tameside and Glossop Trustees and other volunteers must not disclose data except where there is subject consent, or legal requirement. Data sent to outside agencies must always be protected by a written contract. All collection and processing must be done in good faith.

RSPCA Tameside and Glossop will keep records of all complaints by data subjects and the follow up. It will also keep a record of all data access requests. There will be a repository of all RSPCA Tameside and Glossop statements of Data Protection Law compliance and information about any contacts made with the Information Commissioner. This information will be available to Trustees, other volunteers and data subjects on request.

RSPCA Tameside and Glossop will inform subjects of any processing, disclosure or overseas transfer that does not fall within RSPCA Tameside and Glossop's purpose in a way that any individual supplying could be expected to understand. RSPCA Tameside and Glossop will keep notification up to date.

### **Principles of data protection outlined in the Data Protection Act:**

Anyone processing personal data must comply with the eight enforceable principles of good practice. They say that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subjects rights
- Secure
- Not transferred to countries without adequate protection