

# **THE ASSOCIATION OF TEESDALE DAY CLUBS**

## **Policy Document Number 11 Issue 04**

### **Confidentiality/Data Protection Policy**

The Trustees of the Association of Teesdale Day Clubs (in future referred to as the Association) believe in protecting the right to confidentiality of all those connected with it. This applies to members, volunteers, employees and trustees.

#### **Policy**

The Association will comply with any legal requirements and the principles of the General Data Protection Regulation (GDPR) of the Data Protection Act.

The Association will obtain member consent to hold their details on the Association's computers and physical records.

#### **Principles**

- All personal information will be treated as confidential
- No personal data held by the Association will be;
  1. Passed to a third party who does not have a legitimate reason to see or hold that data
  2. Used for any purposes other than those essential for provision of a safe and effective service, administration and record keeping.
- Any person involved with the Association who infringes this policy will be excluded from that involvement.
- Any person with a grievance against the Association should contact the Manager on 01833 695822. If the Manager is unable to resolve the grievance to their satisfaction they should contact the Chairman of the Association. (see also Complaints Procedure P 10)
- The responsibility for compliance and for ensuring the success of this policy is laid upon all individuals within the Association. However, particular responsibility rests with the trustees and staff to ensure that the policy is disseminated throughout the organisation and is applied.

**Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:**

**Date: 15<sup>th</sup> June 2018**