

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 11 Issue 02

Confidentiality

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 the Trustees, staff, volunteers and membership as well as associates, suppliers and co operating organisations.

Policy

The Association will comply with any legal requirements concerning the terms of the Data Protection Act. 1998

The Association will obtain our members consent to hold their details on our computer and physical records and to make sure the information we have is correct.

Principles

- 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. Lost or otherwise removed from the control of The Association
 3. Used for any purpose other than those essential for 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 General Manager on 01833 695822. If the GM is unable to resolve the grievance to their satisfaction they should contact the Chairman of The Association. (see also Complaints procedure Policy 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.

Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;