

Forest Town Nature Conservation Group (“the Group”)

DATA PROTECTION ACT POLICY

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Introduction

The Forest Town Nature Conservation Group’s records are maintained electronically. The file containing membership records is password protected, as is access to the computer where the files are stored.

Purpose of Storing Records

The records are kept solely for the administration of the Forest Town Nature Conservation Group and will not be disclosed to persons outside the Group.

Data will only be stored for the minimum time required, i.e. only as long as an individual or group remains a member of the Group

Compliance with the law

To comply with Data Protection Act legislation, the Group requires members to give their specific agreement for the keeping of personal details in a computer record, giving due regard to the assurances given above in this policy.

The Group will not release members’ personal details to any third party for commercial or any other reason. Any requests for contact with individuals will be by the Group contacting you and asking you to contact the enquirer if you so wish.

Every effort will be made to ensure that personal data stored by the Group will be accurate and up to date. Members wishing to verify the accuracy of their data should contact the Forest Town Nature Conservation Group Secretary.

Members cooperation

Members are requested to sign and return the declaration included in the membership form.

Removal of Personal Details from the Networks records

Should a member wish that their name and address be removed from the Group’s computer files, this will be honoured, but it will cost the Group additional effort to administer a set of paper records and may delay the issuing of notices and of other information from the Group. Additionally, planned future legislation may preclude the keeping of paper records without consent, as electronic records are covered now.

Further Details

Please contact the Forest Town Nature Conservation Group Secretary for further details or if you wish to change the way your personal information is stored.

Date of adoption: 8th February 2011

Signed by: Shlomo Downen

Role in the organisation: Acting Secretary