



Rickmansworth Waterways Trust

Information Protection Policy

Document Number P16

Date Reviewed and Approved by the Trustees – Nov 2020



The handling, use, storage, retention and disposal of personal information

General principles

The Trust holds a certain amount of personal information about Volunteers and Friends as well as others who use our facilities. The Trust complies fully with its obligations under the UK Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of personal information, and for handling the loss of data.

Management

The management of all personal information has been given to an individual who is responsible directly to the Board of Trustees. This person, the "Data Protection Officer", will decide who looks after the information, who can access it and for agreeing how it may be used.

Content

The Trust will only hold personal information that is needed for its efficient running. If subsequently information is found not to be necessary then it will be removed.

- Personal information about Volunteers will be rechecked with the people concerned approximately every 2 years to make sure that it is current. If requested by the person concerned, any personal information will be deleted on demand.
- Personal information about Friends and other people will be rechecked on a regular basis and deleted as soon as it is no longer required.
- Once information is no longer needed it will be removed from "working" systems. However it may still be present in archived copies of those systems' data, which themselves may be retained for a number of years, depending on legal or other requirements.

Handling

Personal information is only passed to those who need it for Trust business. They are not permitted to use it for any other purpose.

No personal information will be passed to any third party unless this is required for statutory purposes.

Usage

Personal information is only used for the specific purpose for which it was requested.

Storage

Personal information is kept securely, either in electronic form or in lockable, non-portable, storage containers.

Retention

Information is retained only for as long as it is needed, as determined by operational need or other legal reasons.

Disposal

Once information is no longer needed it will be destroyed in a secure manner. This is likely to be deletion/overwritten for electronic records or shredding, pulping or burning for other records.

Data loss

If any personal information is lost or stolen then that will be reported immediately to the Data Protection Officer, who will then initiate appropriate remedial action and follow-up, liaising with any statutory bodies and the Trustee Board as appropriate.