

Newport {Shropshire} Town Team

Policy Statement: Data Protection & Privacy

This policy statement reflects the commitment of Newport {Shropshire} Town Team, its executive members, members and officers.

Under the Data Protection Act (DPA) Newport {Shropshire} Town Team has a legal duty to protect any personal information we collect. NTT respects individual rights to privacy and is fully committed to complying with the eight principles of the DPA.

For any and all information collected:-

1. It shall be used fairly and lawfully;
2. It shall be obtained for one or more specified and lawful purpose and not used in a way that is not compatible with those specified purpose(s);
3. It shall be adequate, relevant and not excessive for the purpose that it was obtained;
4. It shall be accurate and where necessary kept up to date;
5. It shall be used in accordance with the individual's rights;
6. It shall be kept securely;
7. It shall not be transferred to a country which does not have adequate protection for the rights of the individual.

How do I request a copy of the information you hold on me?

If any member of NTT wants to know what personal information is held about them or their business / trading company then please provide a written request either to the registered address c/o The Guildhall, High Street, Newport, Shropshire TF10 7AR or by email to newportshropstownteam@hotmail.co.uk

Who do you share my personal information with?

NTT do not pass on your personal information to any third party or local / central government department unless you give us permission or where the law requires us to do so.

Signature:

Date:

Chairman or Vice Chairman, Newport Town Team

Signature:

Date:

Director or Elected Officer, Newport Town Team

Policy Date: June 2013

Review Date: June 2014