

# Sustainable Hackney

## Privacy Policy

Protecting the privacy of our members is very important to us.

We keep personal details of members in order to communicate with them and administer our membership records and accounts. We will not keep personal details for any other reason.

The details are held by the membership secretary who is responsible for the security and accuracy of the records. Other members of the steering group may have access to the information as needed in order to carry out their duties.

We will never pass personal details to any third party unless legally required to do so, and will take care to ensure member's details are not disclosed inadvertently.

### Compliance with the Data Protection Act 1998

Data controllers must comply with the provisions of the 1998 Act even if they are exempt from notification.

The Data Protection Principles in the act require that data shall be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subjects' rights
- secure
- not transferred to countries outside the EEA without adequate protection.

Date Approved: 25<sup>th</sup> Jan 2012  
Reviewed: 31<sup>st</sup> May 2013, 22<sup>nd</sup> Feb 2017.  
Next review: Feb 2018.