

## DATA PROTECTION ACT POLICY

### Introduction

The Network'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 Network and will not be disclosed to persons outside the Network other than Companies House, which is a legal requirement for a Company Limited by Guarantee. 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 Network.

### Compliance with the law

To comply with Data Protection Act legislation, the Network 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 Network 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 Network 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 UKWIN will be accurate and up to date. Members wishing to verify the accuracy of their data should contact the Network Coordinator.

### Members cooperation

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

### Removal of Personal Details from the Networks records

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

### Further Details

Please contact the Network Co-ordinator for further details or if you wish to change your election for storage of the personal data.

### Date of adoption:

Signed by:

Role in the organisation:

### Date for Review: