



## Data Protection Policy

### Overview

AYME Ltd Trustees are committed to ensuring that AYME complies with the Data Protection Act of 1998. AYME is registered No Z9020055

AYME holds contact details of Members, Associate members and others with an interest in and affiliation with AYME. These are our *data subjects* In addition, other personal and sensitive information on members and others is held as provided by them and generated by AYME related activity.

- the *Data Controller* will consult annually with CEO, staff, YPC members and other appropriate volunteers who are *Data Processors* to ensure effective implementation of this policy
- this policy document will itself be reviewed by the Board at least annually to monitor its effectiveness and update as necessary. A separate Privacy Policy is also in place.
- funds will be provided where necessary to ensure high DP standards are maintained.
- while most aspects of the statement are designed for electronic data, paper records must be treated with similar security and right to access.

### The aims of the Data Protection Policy

AYME will

- protect the integrity and security of the data of those for whom it is held, *the data subjects*
- ensure the effective running of membership and other services within the DP law
- use good practice to adhere to the 8 data protection principles viz:  
that personal information is:
  - Fairly and lawfully processed
  - Processed for limited purposes
  - Adequate, relevant and not excessive
  - Accurate and up to date
  - Not kept for longer than is necessary
  - Processed in line with your rights
  - Secure
  - Not transferred to other countries without adequate protection

### Responsibilities

**The Trustees** are responsible for seeing that an appropriate DP Policy is in place together with good practice and procedures. The Board accepts responsibility for DP issues

**The Data Controller** has the overall responsibility for Data Protection Issues. Operational responsibility may be delegated, for routine matters, through the CEO to a member of staff nominated as **Data Protection Officer**.

**The Data Processors** are responsible for the day to day management and use of the data within constraints as defined by the Data Controller. They are required to sign agreements to show their understanding of their undertaking.

### Individual's access to records

Part of the responsibilities under the act is that all people for whom AYME holds data are entitled to request sight of the information being held. A system is established so that the right of all individuals with information on AYME's database may request a copy of their data. The fee for this service to be £ 10 and the fulfilment to be within 40 days The procedures for the right to request a copy of information should be clear and published on the AYME website.

### Adoption by BoT

This policy was adopted by the AYME BoT at a meeting on 15<sup>th</sup> May 2008