

Hebden Bridge Community Association Ltd
Policy on data protection

Adopted at the trustees' meeting, Nov 19 2009

1. The trustees acknowledge their responsibilities to process personal data in accordance with the data processing principles established under the Data Protection Act.
2. Currently, Hebden Bridge Community Association holds personal data in two databases. These are:
 - the database of Friends of Hebden Bridge Town Hall/members of HBCA (active database)
 - supporters of the project, who gave their details in 2007-8. (inactive database)
3. The data controller is Sue Fenton
4. The master version of both databases is held on the desktop computer operated by Sue Fenton and kept at her home address.
5. Backups on CD-Rs are normally taken weekly, and these are also held at Sue's house. Backup copies are destroyed in cycle, so that two backups are permanently held. Destruction is by physical cutting of the CD.
6. As a safeguard, a further backup of both databases is held on CD-R by Andrew Bibby at his house.
7. Information on the databases is available for consultation by trustees only, except to the extent that the Companies Act permits public scrutiny of membership registers.
8. The databases are not to be held on any other computer, on any memory stick, or transmitted by email.
9. Information on the databases is only for direct use by Hebden Bridge Community Association, and not for other uses.
10. Since data processing is being undertaken only for the purposes of establishing or maintaining membership or support for a body or association not established or conducted for profit, the trustees believe that Hebden Bridge Community Association meets the exemption conditions on notification established by the Information Commission.