



Data Protection Policy for mASCot

Policy statement

mASCot is committed to a policy of protecting the rights and privacy of all mASCot members, committee members, volunteer staff and any other persons who partner or run activities for mASCot in accordance with The Data Protection Bill 2017-2019. The policy applies to all persons whose data we hold regarding the running of mASCot. Any breach of The Data Protection Act 1998 or the mASCot Data Protection Policy is considered to be an offence, and, in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with mASCot and who have access to personal information on members, will be expected to have read and comply with this policy. It is expected that any committee member or mASCot members who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – mASCot members must have the right to copies of their own data.

Managing Data Protection

We will ensure that our details are registered with the Information Commissioner.

Purpose of data held by mASCot.

Data may be held by us for the following purposes:

1. Staff Administration
2. Fundraising
3. Realising the Objectives of a mASCot as an organisation
4. Accounts & Records

5. Advertising, Marketing & Public Relations
6. Information and Databank Administration
7. Journalism and Media
8. Research

Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data.

Your personal data will not be shared with any third party unless requested by you or with your consent to do so.

2. Processed for limited purpose.

We will not use data for a purpose other than those agreed beforehand when you agree to membership to mASCot. If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and mASCot Data Protection Policy.

3. Adequate, relevant, and not excessive

mASCot will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose or sent without request to us it will be immediately deleted or destroyed.

4. Accurate and up to date

All amendments and updates will be made immediately, and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up to date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the mASCot to act upon notification of changes to data, amending them where relevant.

5. Not kept longer than necessary

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us if a member leaves our Private mASCot members Facebook Group and data will have to be provided again if membership needs to be reinstated.

6. **Processed in accordance with the individual's rights.**

All individuals that mASCot hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

7. **Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All mASCot computers or devices have a log in system and our Contact Database is password protected, which allow only committee members to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the key mASCot committee members. When committee members are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

8. **Not transferred to countries outside the European Economic Area unless the country has adequate protection for the individual.**

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. mASCot takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area. The only data that mASCot will use on the internet are photos for our website, Twitter, or Facebook and only if we have your consent beforehand.

