

WOODCOTE MILLENNIUM GREEN TRUST

DATA PROTECTION POLICY

1. Woodcote Millennium Green Trust (“the Charity”) accepts through its board of trustees its legal responsibility to ensure that all in the Charity’s service are fully conversant with the data protection principles set out in the General Data Protection Regulation and the Data Protection Act 2018.
2. Disclosure of stored personal data will only be permitted to a person legally entitled to receive it unless with the express permission of the data subject.
3. Personal data will only be obtained and processed:
 - 3.1. fairly lawfully and in a transparent manner in respect of individuals;
 - 3.2. for specific explicit and lawful purposes and not processed further in a manner that is incompatible with those purposes;
 - 3.3. in a way that is adequate and relevant for the purpose and not excessive;
 - 3.4. accurately and maintained up to date;
 - 3.5. shall be retained no longer than is necessary unless solely for archiving purposes in the public interest, scientific, statistical or historical research purposes;
 - 3.6. respecting the right of data subjects to have due access to data held about them;
 - 3.7. securely;
 - 3.8. not transferred by the Charity, as Data Controller, outside the European Union unless the recipient territory ensures an adequate level of protection for data subjects in relation to the processing of personal data, the data exporter puts in place appropriate safeguards or an exemption or derogation applies.