



Friends of Church Stretton Library

Supporting the library in the heart of the community

Data Protection Policy

Friends of Church Stretton Library will fully comply with the EU's General Data Protection Regulations 2016 (GDPR) which state that personal information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals' rights and consent
- Kept safe and secure
- Not transferred without adequate protection

Friends of Church Stretton Library recognise that the above principles relate to both paper and electronic systems of record keeping.

Our contacts database will be held on a system with password protection and encrypted if transferred.

Individuals' personal information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are amended or removed from our records at any time. Any person may request a copy of their information at any time.

Friends of Church Stretton Library board of Trustees acts as Data Controller and is responsible for determining how we collect and process personal data.

Access to this data will only be given to individuals within the organisation on a 'need to know' basis, to support the work of the organisation. Before being given access, individuals need to read this policy and our procedures for handling personal data and have signed this form.

I agree to abide to the principles and rules of this policy and follow Friends of Church Stretton Library procedures for handling personal data.

Signed -----

Position-----

Date-----