

# LOUGHTON AMATEUR DRAMATIC SOCIETY



## DATA PROTECTION POLICY September 2009

Please find below LADS Data Protection Policy. This has been developed with reference to the **DATA PROTECTION ACT 1998** and following guidelines developed by NODA.

Please note that is implicit in joining LADS that members' non-sensitive data will be held by one or more data controllers within the society, and that by joining members have given their consent for the information to be thus held. The data controllers within LADS are, inter alia, the Chairman, Secretary, Treasurer, Ticket Secretary and Publicity Officer, as well as those responsible for regular mailings.

LADS, as a not for profit organisation and a registered charity, holding data in connection with a hobby, is exempt from registering with the Information Commissioner. However, we are not exempt from the provisions of the law and we treat the data we hold to the required standards.

### **Data Protection Principles**

There are eight Data Protection Principles. In summary they require that data shall be:

1. fairly and lawfully processed;
2. processed for limited purposes;
3. adequate, relevant and not excessive;
4. accurate;
5. not kept longer than necessary;
6. processed in accordance with the data subjects' rights;
7. secure;
8. not transferred to countries outside the EU without adequate protection.

LADS applies these eight principles.

### **Conditions for processing data.**

The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data is disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

It is in our Society's legitimate interests – for the functioning of the Society – to keep the data, and we are not harming anyone by doing so. The information we hold is retained solely for the purpose of the efficient operation of the Society. We do not share this information with any third party, nor do we offer such information, whether for sale or otherwise, to any marketing organisation, amateur or professional.

### **Sensitive data**

No sensitive data is kept by any LADS' data controller.

This is categorised as personal data consisting of information as to:

- a. the racial or ethnic origin of the data subject,
- b. their political opinions,
- c. their religious beliefs or other beliefs of a similar nature,
- d. whether they are a member of a trade union,
- e. their physical or mental health or condition,
- f. their sexual life,
- g. the commission or alleged commission by them of any offence, or
- h. any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

### **Rights to Individuals**

The Act gives rights to individuals about whom information is recorded. They may find out information about themselves, challenge it if appropriate and claim compensation in certain circumstances. The Act places obligations on those who record and use personal data. They must be open about that use and follow sound and proper practices.

The Act gives rights to individuals in respect of personal data held about them by others. The rights are:

1. right of subject access (requests for which should be made in writing and for which the data controller may charge a fee),
2. right to prevent processing likely to cause damage or distress,
3. right to prevent processing for the purposes of direct marketing,
4. right in relation to automated decision-making,
5. right to take action for compensation if the individual suffers damage by any contravention of the Act by the data controller
6. right to take action to rectify, block, erase or destroy inaccurate data,
7. right to make request to the Commissioner for an assessment to be made as to whether any provision of the Act has been contravened.

If any member is concerned about the use of the data LADS holds about them they are asked to contact the Chairman, in the first instance.