**6. DATA PROTECTION**

6.1 The Friends of Freedom is a not for profit Charity run by volunteers and is therefore exempt from the need to register with the Information Commissioner’s Office under the terms of the Data Protection Act 1998. The exemption is narrow and conditions do apply. The exemption applies only to data that is for the purpose of establishing, supporting or administering the activities of the charity. No other data should be held.

6.1.2 The Trustees will determine policy for the use of data within the Charity and

are ultimately accountable.

6.1.3 The Secretary has overall responsibility for the protection of data held, but all those who hold personal data regarding members of the charity have a personal responsibility for its safe keeping and use.

6.1.4 The Charity must safeguard all data that is held on computers, or with the

intention that it be held on a computer later or is held as part of any

filing system. Except for data which is displayed, with permission, on

the public pages of the Charity website. At no stage should any personal

data be released to a third party (that is any party outside charity) unless

required by law.

6.1.5 Individuals have the right to access the information held about them.

**6.2** The Charity will comply with the eight principles contained in the Data Protection Act (see ICO website for full details) and take all reasonable steps to protect the personal data of

Members.

6.2.1 The following statutory principles are especially relevant to our administration:-

Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or

those purposes.

6.2.2 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

6.2.3 Personal data shall be accurate and, where necessary, kept up to date.

6.2.4 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

6.2.5 Personal data shall be processed in accordance with the rights of data subjects under this Act.

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

or damage to, personal data.

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