

## NIDDERDALE MESSIAH

### DATA PROTECTION POLICY

1. The purpose of Nidderdale Messiah is to raise funds annually for a chosen local charity. Personal data is collected only for this purpose.
2. That data is only shared with the chosen charity for that year and then only where necessary to claim gift aid on donations.
3. The data will not be shared with other organisations but Information about appropriate events may be included in our newsletters.
4. Data is stored on a single spreadsheet and both the file and the computer are password protected. Only those members of the committee dealing with bookings and payments have access to the file. The file password will be changed after an event has been reviewed in January each year.
5. Paper copies of data will be held for the purposes of dealing with the bookings for the event for the current year. They will be kept securely, but brought to the event, and destroyed after the review meeting in January each year.
6. Those who have attended the event in previous years may be contacted by email or post to be given the date and arrangements for that year's event. The contact will provide an opportunity to remain on the list or to be deleted from the list. Attendees who ask to be removed will be removed after the year's event review meeting.
7. If the event does not take place for three consecutive years all data will be deleted,
8. Access to personal data by an individual is by request using the NM telephone contact or email as provided on the NM website along with the policy.
9. The policy was agreed in October 2018 and will be reviewed annually