

# Data Protection Policy Statement

Green Lighting Ltd

## **Policy statement**

Green Lighting Ltd is committed to a policy of protecting the rights and privacy of individuals, members of the public, staff, clients and others in accordance with The Data Protection Act 1998. The policy applies to all staff at the organisation as well as its suppliers. Any breach of The Data Protection Act 1998 or Green Lighting's Data Protection Policy is considered to be an offence and, in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with Green Lighting, and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign The Green Lighting Code of Conduct agreeing to abide by this policy.

## **Legal Requirements**

Data is protected by the Data Protection Act 1998, with the purpose of protecting the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge and, wherever possible, not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – clients and staff must have the right to copies of their own data.

## **Managing Data Protection**

We will ensure that our details are registered with the Information Commissioner.

## **Purpose of data held by Green Lighting**

Data may be held by the company for the following purposes:

- 1) Staff Administration
- 2) Fundraising
- 3) Realising the Objectives of a Charitable Organisation or Voluntary Body
- 4) Accounts & Records
- 5) Advertising, Marketing & Public Relations
- 6) Information and Databank Administration
- 7) Journalism and Media
- 8) Processing For Not For Profit Organisations
- 9) Research

**Data Protection Principles**

In terms of the Data Protection Act 1998, we are the ‘data controller’, and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

- 1. Fairly and lawfully processed personal data
- 2. Processed for limited purpose
- 3. Adequate, relevant and not excessive
- 4. Accurate and up-to-date
- 5. Not kept longer than necessary
- 6. Processed in accordance with the individual’s rights
- 7. Secure
- 8. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

**Storing personal data**

Personal data must be held securely. In the case of manual data this could be in filing cabinets, locked cupboards or rooms with access restricted to named individuals or categories of individual only. In the case of electronic information, access should be subject to reasonable controls, which might include passwords, encryption, compartmentalised access and access logs. Reasonable steps should be taken to detect and prevent unauthorised access. If there is a need to store personal data on portable electronic storage devices, a member of the management team must be notified to ensure the data is secure. Advice on recommended retention periods for certain classes of data can be ascertained from a member of the management team.



Signed: .....  
(Anthony Ottway, Managing Director)

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