



## Data Protection Policy

### Purpose and scope

The purpose of this policy is to enable the Napoleonic Association (NA) to:

- comply with the law in respect of the data it holds about members
- establish and follow good practice
- protect members and officers of the Napoleonic Association
- protect the company from the consequences of a breach of its responsibilities.

This policy applies to information relating to identifiable individuals, even where it technically falls outside the scope of the DPA, by virtue of not meeting the strict definition of 'data' (ie information processed electronically or in organised filing systems). So verbal communication of information will be treated with the same respect as information passed on by means that come under the scope of the DPA. This is a matter of common sense best practice, as the NA recognises that its members share personal and confidential information in the reasonable expectation of privacy. The eight principles

The Data Protection Act 1998 gives subjects (those about whom data is held) guarantees that eight principles are adhered to in the processing of data:

1. Personal data shall be processed fairly and lawfully.
2. 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.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. 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.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### Policy statement

The NA will:

- comply with both the law and good practice
- respect individuals' rights
- be open and honest with individuals whose data is held
- provide training and support for officers of the company who handle personal data, so that they can act confidently and consistently within the law.

All groups affiliated to the NA are required to read, understand and accept this policy and any procedures that relate to the handling of personal data that they may be required to undertake.

The NA recognises that its first priority under the DPA is to avoid causing harm to individuals. In the main, this means:

- keeping information securely in the right hands, and
- holding good quality information.

Secondly, the DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, the NA will seek to give its members as much choice as is possible and reasonable over what data is held and how it is used.

The business purposes that the NA uses data for are listed in the NA's notification to the Information Commissioner's Office (ICO), which is renewed annually.

The Directors and Executive Committee of the NA recognise and will uphold their overall responsibility for ensuring that the NA complies with its legal obligations. Any significant breaches of this policy will be handled under the NA's disciplinary procedures and may lead to legal action.

### **Data protection enquiries or complaints**

Enquiries or complaints from members on Data Protection issues should be addressed to the Membership Secretary, who is the listed primary Data Processor on behalf of the NA.

- The Membership Secretary will have responsibility for:
- briefing the Directors and Executive Committee on data protection responsibilities
- reviewing the data protection policy and any related policies
- advising affiliated groups on data protection issues
- notification to the ICO
- handling Subject Access Requests
- approving unusual or controversial disclosures of personal data.

### **Subject Access Requests**

The DPA allows for Data Subjects (those about whom data is held) to make requests to the Data Controller (the company) for access to the information that is held. These requests should be in writing and must be replied to within 40 days.

The NA will return written copies of the information held by registered post and will levy a fee of £5 (the current legal maximum is £10) for a Subject Access Request being processed. Should costs rise, the fee will change and members will be notified if this happens before the review date of this policy.

Subject Access Requests will be administered by the Membership Secretary.

### **Policy review date**

This policy shall be reviewed before March 2014, unless changes in the law on data protection require an earlier review date.