



# Densholme Farm action



Densholme Care Farm – Hull Road – Great Hatfield – HU11 4UX – 01964 532640

## **Data Protection Policy**

It is the policy of Densholme Care Farm of Hull Road, Great Hatfield, East Yorkshire, HU11 4UX to maintain overall responsibility for all personal data obtained for the legitimate purposes of its business.

The Board of Directors have appointed a Data Protection Officer to ensure that all procedures appertaining to the collection, usage, storage and security of personal data comply with the overarching principles of the Data Protection Act 1998 and any subsequent revisions.

### *Policy Statement:*

- Personal data shall be processed fairly and lawfully and, in particular, shall not be proceeded unless: at least one of the conditions in Schedule 2 is met, and in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met;
- 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;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Personal data shall be accurate and, where necessary, kept up to date;
- Personal data processed for any purpose and purposes shall not be kept for longer than necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the rights of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing or personal data and against accidental loss or destruction of, or damage to, personal data;
- 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.

Signed:

Name: Sally Abrahams

Date: 20.02.17

*This policy will be reviewed annually, or as and when there are any changes in the law, procedures or processes within the organisation.*