

Data protection policy

Swindon Youth for Christ has a data protection policy to ensure that it complies with all aspects of data protection legislation (1984 and 1998) by setting out clear policies, responsibilities and codes of practice:

SYFC intends to comply fully with all aspects of data protection legislation.

SYFC will do its utmost to ensure that all its staff, volunteers and trustees are conversant with data protection legislation and practice.

SYFC will have a register (held by the Centre Manager and ratified by the trustees) of those staff and volunteers who have permission to have access to personal data. Permission can only be given by the Trustees.

SYFC will only hold data for prescribed charitable purposes. At present these are fundraising, personnel/employee administration, charity and voluntary organisation objectives, advertising/public relations and purchase/supplier information.

SYFC will not pass personal data to third parties.

This means SYFC will not sell/exchange its membership list to/with other organisations.

SYFC accept that data provided means permission given to use data for the purpose for which it was given. If we want to send information to people other than what they originally requested there will be opportunity for anyone to opt out of receiving information.

SYFC will provide procedures for access to personal data for all those for whom personal data is held. No charge should be levied on anyone (staff, volunteers, partners or other contacts) requesting access to their personal data. This will be reviewed if there is a high level of requests for access.

SYFC will delete sensitive personal data two years after an individual has left a SYFC project.

When sending external emails to a group of people SYFC will send them as blind copies to ensure that email addresses are not made available to everyone on that mailing.