

# Privacy Policy

## Yarpole Community Shop Association Ltd



Yarpole Community Shop Association Ltd (The Shop) needs to collect, store and use personal data about people including present, prospective and past shareholders, volunteers, employees and suppliers in order to carry on its business and meet its customers' and shareholders' requirements effectively. We acknowledge that the lawful and correct treatment of personal data is very important to the efficient and effective running and governance of The Shop.

We have carefully assessed that any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media has appropriate safeguards applied to it to ensure that we comply with General Data Protection Regulations (GDPR). We fully endorse and adhere to the relevant principles of Data Protection as set out in the 1988 Data Protection Act.

### **These principles state that personal data must be:-**

1. fairly and lawfully processed
2. processed for specified and lawful purposes and not in any other way which would be incompatible with those purposes
3. adequate, relevant and not excessive
4. accurate and kept up to date (reliant on updates provided by the relevant parties)
5. not kept for longer than is necessary
6. processed in line with the data subject's rights
7. kept secure

### **In order to meet the requirements of the principles, we will:**

- observe the conditions regarding the fair collection and use of personal data
- meet our obligations to specify the purposes for which personal data is used
- collect and process appropriate personal data only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- ensure the quality of personal data used
- apply strict checks to determine the necessary length of time personal data is held
- ensure that the rights of individuals about whom the personal data is held, can be fully exercised under the GDP Regulations.
- take appropriate security measures to safeguard personal data
- if requested by an individual, we will disclose what data we hold for that person, correct any errors if so advised, or if directed delete that data insofar as we are able to if we are legally required to hold this information.
- When we collect any personal data, we will inform the persons concerned why we are collecting that data and what we intend to use it for.
- **March 2018**