

POWYS CHALLENGE

Registered Charity No: 1091494 Company No: 4350654

DATA PROTECTION REGISTER

Powys Challenge has registered as a Data User with the Office of the Data Protection Registrar.

It is our intention that some volunteer and client referral information will be held on computer in order to facilitate monitoring and to help us keep records up to date.

There are eight Principles contained within the Data Protection Act which must be complied with. These Principles are intended to protect the rights of individuals about whom personal data is recorded.

These Principles state that:

- 1) The information to be contained in personal data shall be obtained, and personal data shall be processed, fairly and lawfully.
- 2) Personal data shall be held only for one or more specified and lawful purposes.
- 3) Personal data held for any purpose or purposes shall not be used or disclosed in any manner incompatible with that purpose or those purposes.
- 4) Personal data held for any purpose or purposes shall be adequate, relevant and not excessive in relation to that purpose or purposes.
- 5) Personal data shall be accurate, and where necessary, kept up to date.
- 6) Personal data held for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes.
- 7) An individual shall be entitled –
 - (a) at reasonable intervals and without undue delay or expense to be informed by any Data User whether s/he holds data of which that individual is the subject and
 - (b) to have access to any such data held by a Data User; and
 - (c) where appropriate, to have such data corrected or erased.
- 8) Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

All individuals about whom information is held have the right to find out what personal data is held about them on computer, to have that information corrected or erased if it is inaccurate, and to claim compensation if they can prove they have suffered damage from an inaccuracy or breach of security.

These rights are known as 'subject access rights' and the Powys Challenge Senior Manager is responsible for dealing with them.

An individual who makes a subject access request is entitled:

- to be told by the Data User whether any personal data is held which relates to her/him and
- to be supplied with a copy of all of the information that forms any such personal data.

If you wish to make a subject access request this must be in writing to:

Chief Officer
Powys Challenge
Trafford House
Temple Street
LLANDRINDOD WELLS
Powys LD1 5HG

The law permits a charge of up to £10 for providing this information. At present no charge will be levied.

Subject Access Requests must be responded to within 40 days of receipt and the information given in a legible and intelligible form.