



# TAMESIDE AND GLOSSOP BRANCH

*(We receive no state aid and depend on voluntary contributions and bequests)*

**Registered Charity Number: 232260**

**Email: [office@rspca-tameside-glossop.org.uk](mailto:office@rspca-tameside-glossop.org.uk)**

**Website: [www.rspca-tameside-glossop.org.uk](http://www.rspca-tameside-glossop.org.uk)**

**Tel: 0795 412 2481**

**Working for the welfare of local animals since 1899**

## **Data Protection Policy Statement.**

*RSPCA Tameside and Glossop is committed to meeting its obligations under the Data Protection Act of 1998. RSPCA Tameside and Glossop will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law. RSPCA Tameside and Glossop will only use data in ways relevant to carrying out its legitimate purposes and functions as a charity in a way that is not prejudicial to the interests of individuals*

*RSPCA Tameside and Glossop will take due care in the collection and storage of any sensitive data. RSPCA Tameside and Glossop Trustees and other volunteers will do their utmost to keep all data accurate, timely and secure.*

*RSPCA Tameside and Glossop will explain why an individual's personal information is to be retained and obtain permission in writing that any personal identifying information is to be kept and for how long. The branch will respond to requests from individuals for access to their data files which relate to them, but only the information about themselves and the request must be signed by the individual. The records will be provided 'promptly' and in any event within 30 days.*

*All RSPCA Tameside and Glossop's Trustees and other volunteers, must be aware of the requirements of the Data Protection Act when they collect or handle data about an individual. RSPCA Tameside and Glossop Trustees and other volunteers must not disclose data except where there is subject consent, or legal requirement. Data sent to outside agencies must always be protected by a written contract. All collection and processing must be done in good faith.*

*RSPCA Tameside and Glossop will keep records of all complaints by data subjects and the follow up. It will also keep a record of all data access requests. There will be a repository of all RSPCA Tameside and Glossop statements of Data Protection Law compliance and information about any contacts made with the Information Commissioner. This information will be available to Trustees, other volunteers and data subjects on request.*

*RSPCA Tameside and Glossop will inform subjects of any processing, disclosure or overseas transfer that does not fall within RSPCA Tameside and Glossop's purpose in a way that any individual supplying could be expected to understand. RSPCA Tameside and Glossop will keep notification up to date.*



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## **The Eight Data Protection principles**

*There are eight principles of data (information) processing with which the data controller must ensure compliance. In this instance Tameside and Glossop branch is the 'data controller'.*

### **Personal data shall be:**

Principle 1: processed fairly and lawfully

Principle 2: obtained only for the purpose stated

Principle 3: adequate, relevant and not excessive

Principle 4: accurate and, where necessary, kept up to date

Principle 5: not be kept for longer than is necessary for that purpose

Principle 6: processed in accordance with the rights of data subjects under the Act

Principle 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.

Principle 8: not transferred to countries without adequate protection

*(NB Our detailed Data Protection Policy and our Confidentiality Policy are available on request – please send an email to [office@rspca-tameside-glossop.org.uk](mailto:office@rspca-tameside-glossop.org.uk) or leave a voicemail request and we will ensure you receive them as email attachments or by post)*